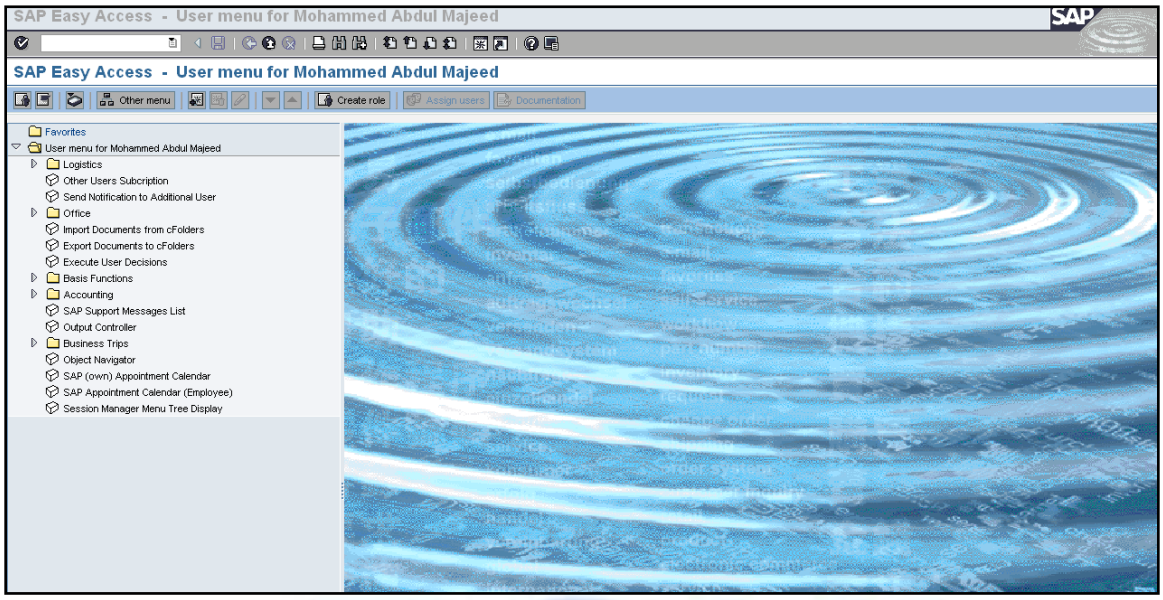
Legal Case Management

LOG ON AS AN USER WITH PROVIDED AUTHORIZATION

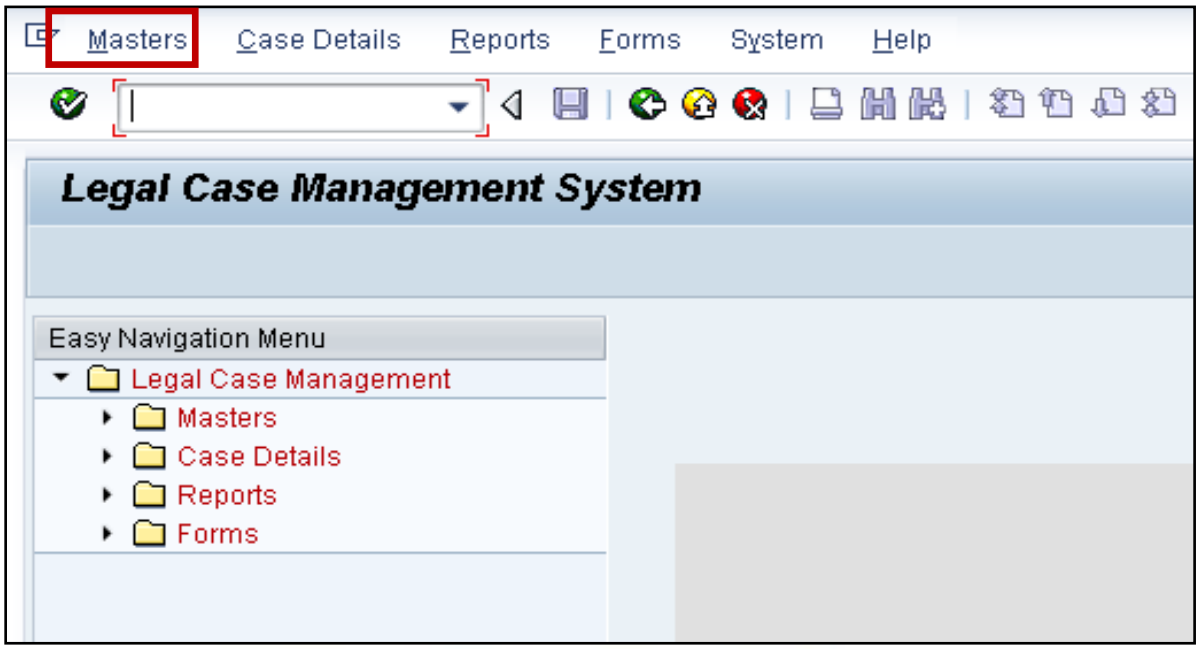


Use the following T-code to open the Legal Case Management module.
"ZLEGAL"
Using this t-code the first screen will be as below

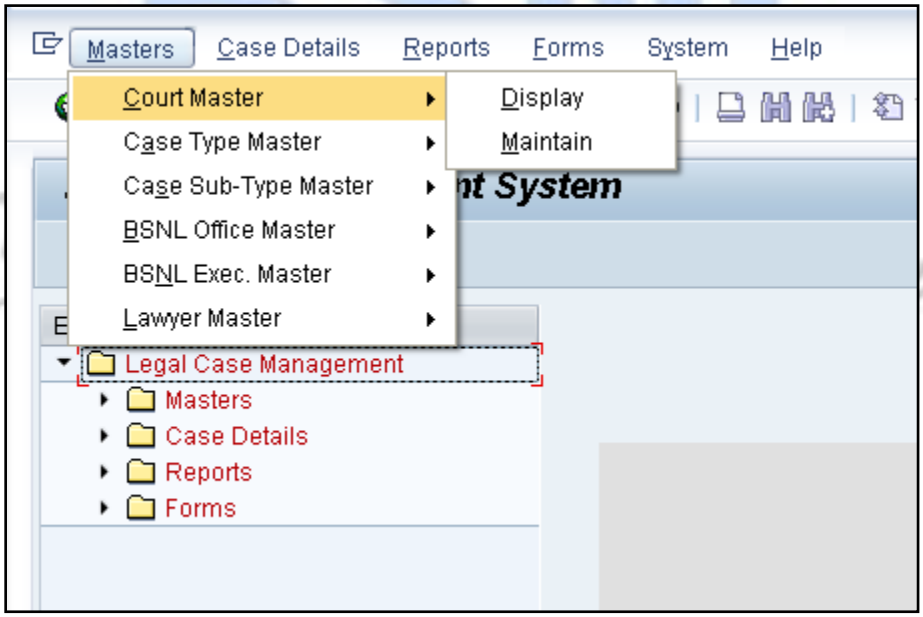
This screen will have the following buttons.

1. MASTERS
2. CASE DETAILS
3. REPORTS
4. FORMS
5. SYSTEM
6. HELP

1. Masters

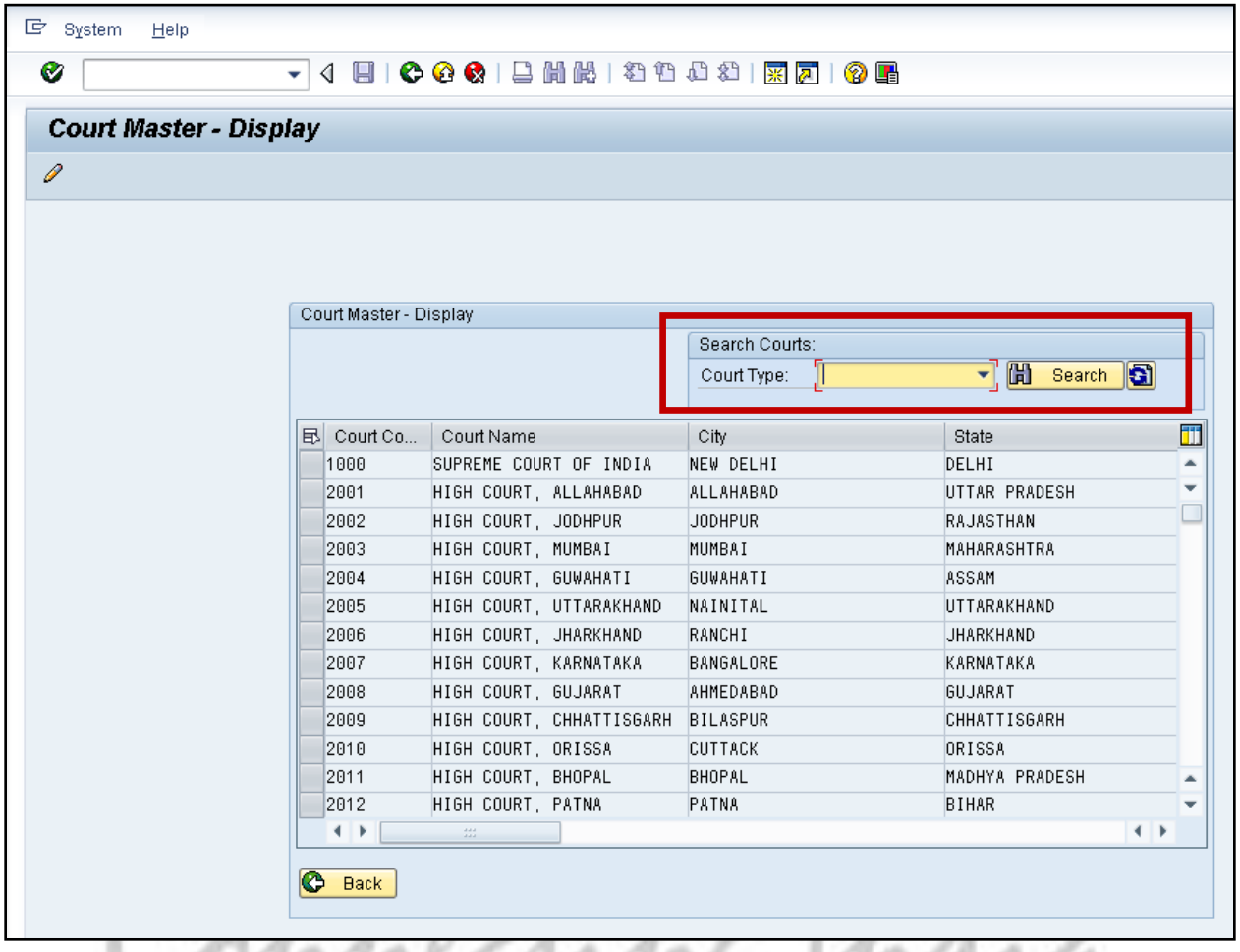


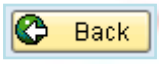
1.1 Court Master



1.1.1 Display: this screen will enable the user to see all the court code, court name, city and state present in the database table.

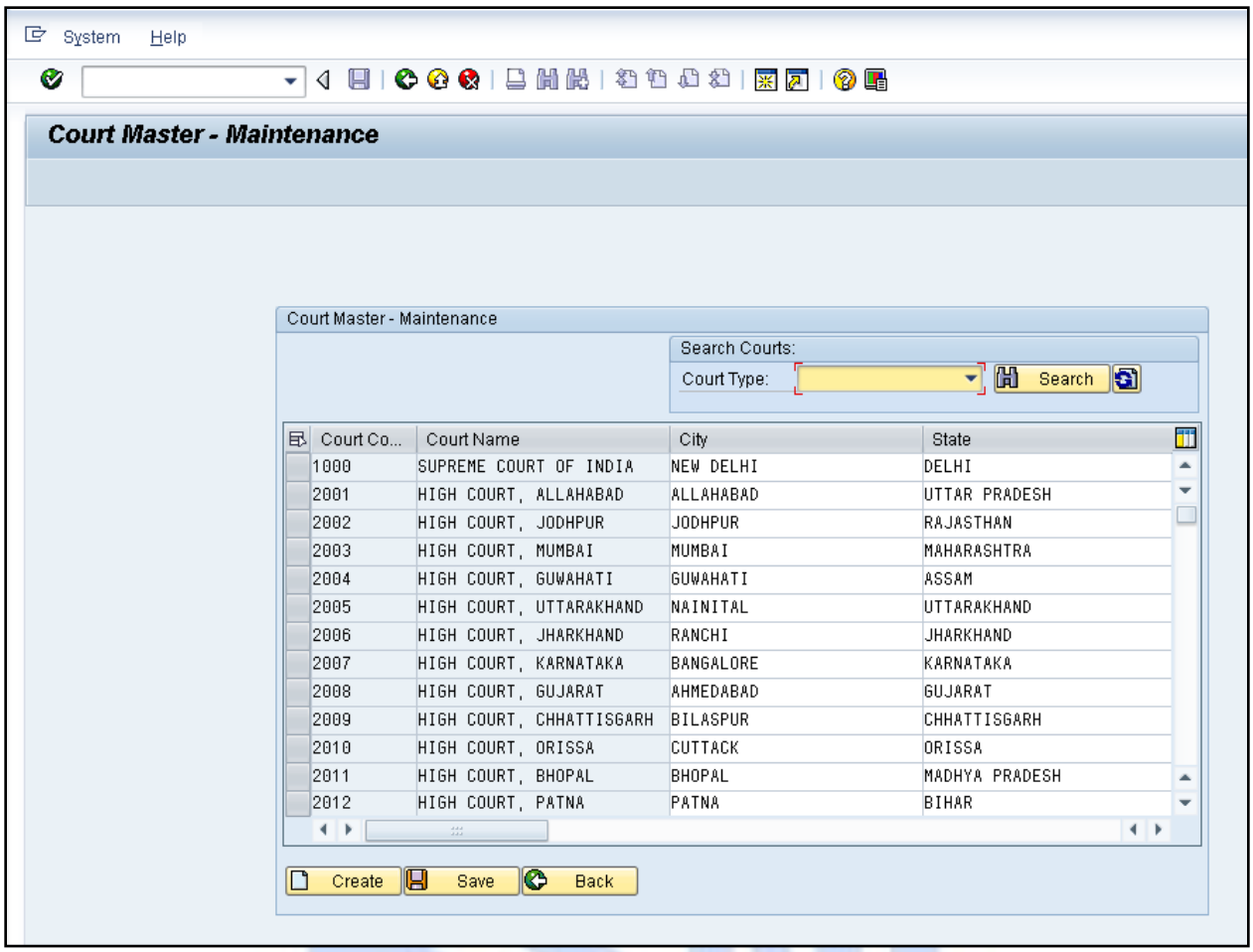
Additional Feature: User can enter the court type in search criteria and click on the Button 'Search' to filter the results based on court Type.


System
Help
Court Master - Display
Court Master - Display
Search Courts:
Court Type:
Search
Court Co...
Court Name
City
State
1000 SUPREME COURT OF INDIA NEW DELHI DELHI
2001 HIGH COURT, ALLAHABAD ALLAHABAD UTTAR PRADESH
2002 HIGH COURT, JODHPUR JODHPUR RAJASTHAN
2003 HIGH COURT, MUMBAI MUMBAI MAHARASHTRA
2004 HIGH COURT, GUWAHATI GUWAHATI ASSAM
2005 HIGH COURT, UTTARAKHAND NAINITAL UTTARAKHAND
2006 HIGH COURT, JHARKHAND RANCHI JHARKHAND
2007 HIGH COURT, KARNATAKA BANGALORE KARNATAKA
2008 HIGH COURT, GUJARAT AHMEDABAD GUJARAT
2009 HIGH COURT, CHHATTISGARH BILASPUR CHHATTISGARH
2010 HIGH COURT, ORISSA CUTTACK ORISSA
2011 HIGH COURT, BHOPAL BHOPAL MADHYA PRADESH
2012 HIGH COURT, PATNA PATNA BIHAR
Back

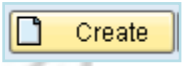
The back button 

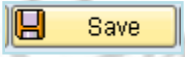
will enable the user to go back to the initial screen of legal case management.

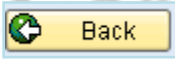
1.1.2 Maintain: This screen will enable the user to change the city and state of court name present in database.

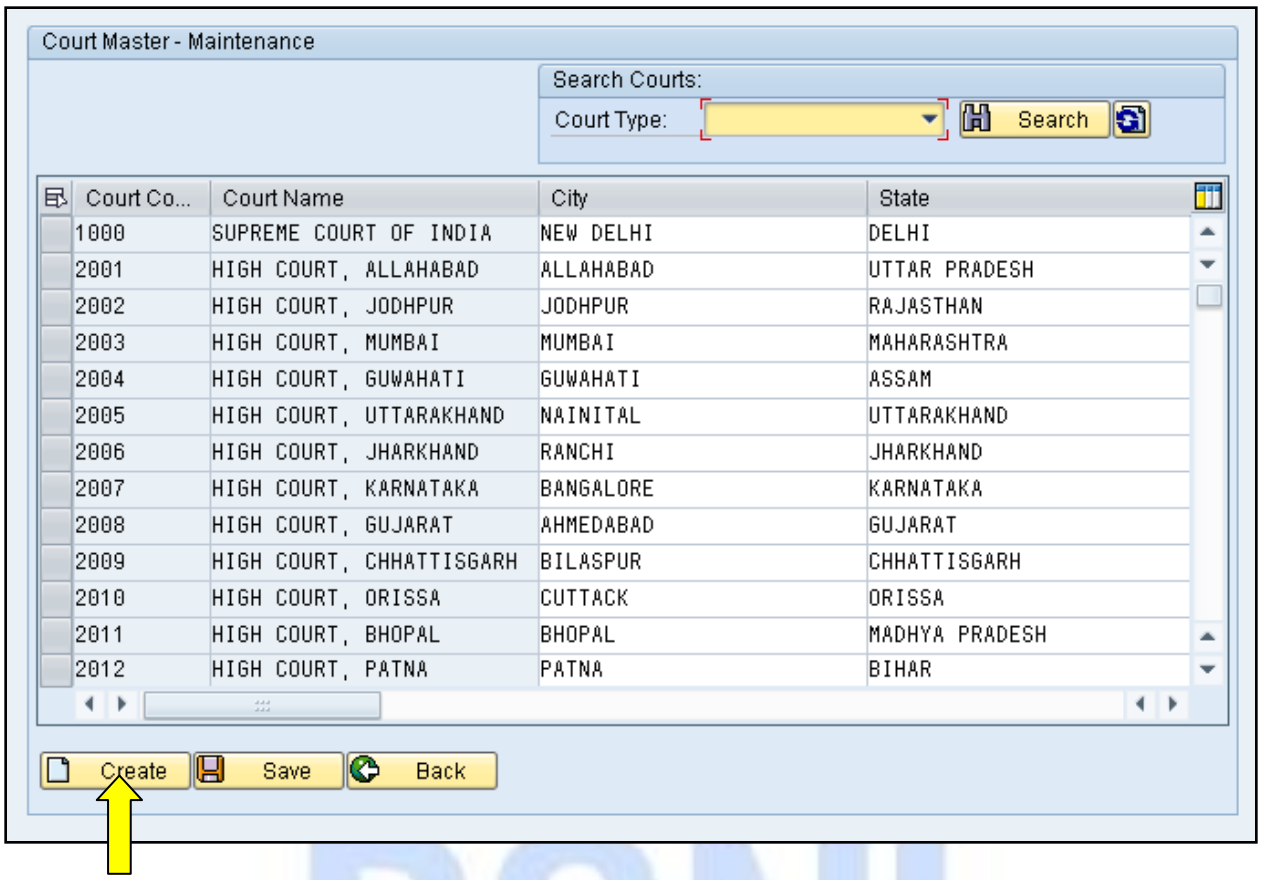


This screen has three buttons.

- 

- 

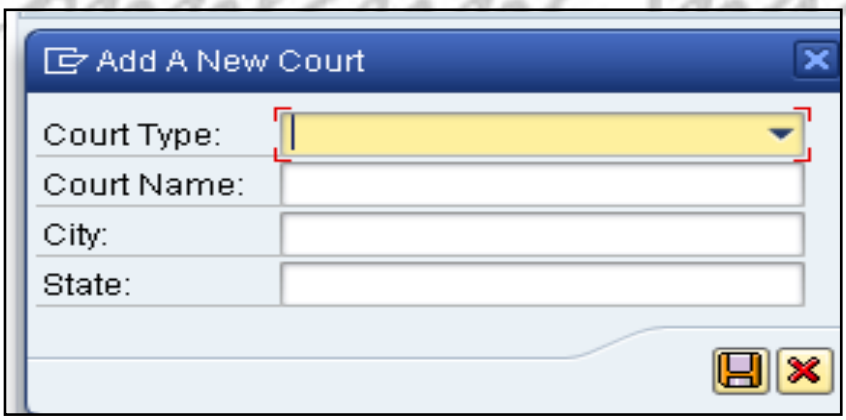
- 


Court Master - Maintenance
Search Courts:
Court Type:
Search
Court Co...
Court Name
City
State
1000 SUPREME COURT OF INDIA NEW DELHI DELHI
2001 HIGH COURT, ALLAHABAD ALLAHABAD UTTAR PRADESH
2002 HIGH COURT, JODHPUR JODHPUR RAJASTHAN
2003 HIGH COURT, MUMBAI MUMBAI MAHARASHTRA
2004 HIGH COURT, GUWAHATI GUWAHATI ASSAM
2005 HIGH COURT, UTTARAKHAND NAINITAL UTTARAKHAND
2006 HIGH COURT, JHARKHAND RANCHI JHARKHAND
2007 HIGH COURT, KARNATAKA BANGALORE KARNATAKA
2008 HIGH COURT, GUJARAT AHMEDABAD GUJARAT
2009 HIGH COURT, CHHATTISGARH BILASPUR CHHATTISGARH
2010 HIGH COURT, ORISSA CUTTACK ORISSA
2011 HIGH COURT, BHOPAL BHOPAL MADHYA PRADESH
2012 HIGH COURT, PATNA PATNA BIHAR
Create
Save
Back

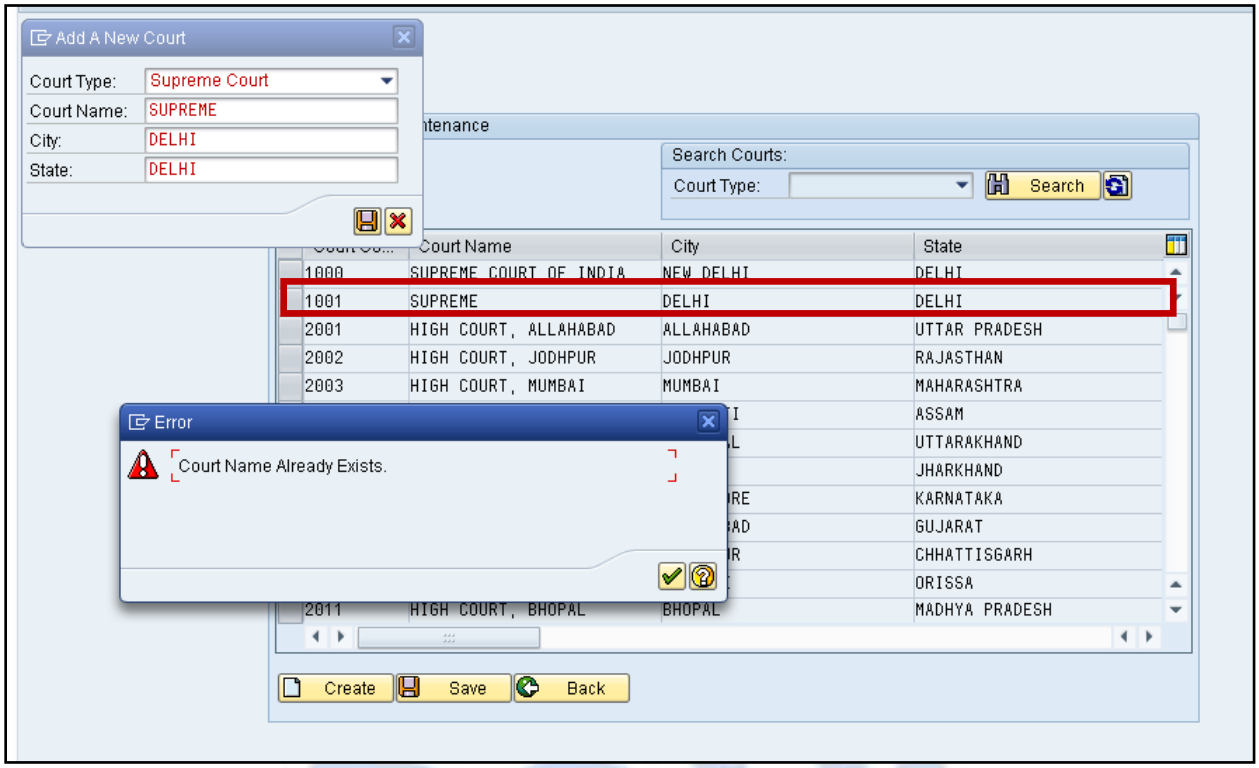
1.1.2.1 Create: click on create button a pop-up will appear.

User can enter a court type, court name city and state.

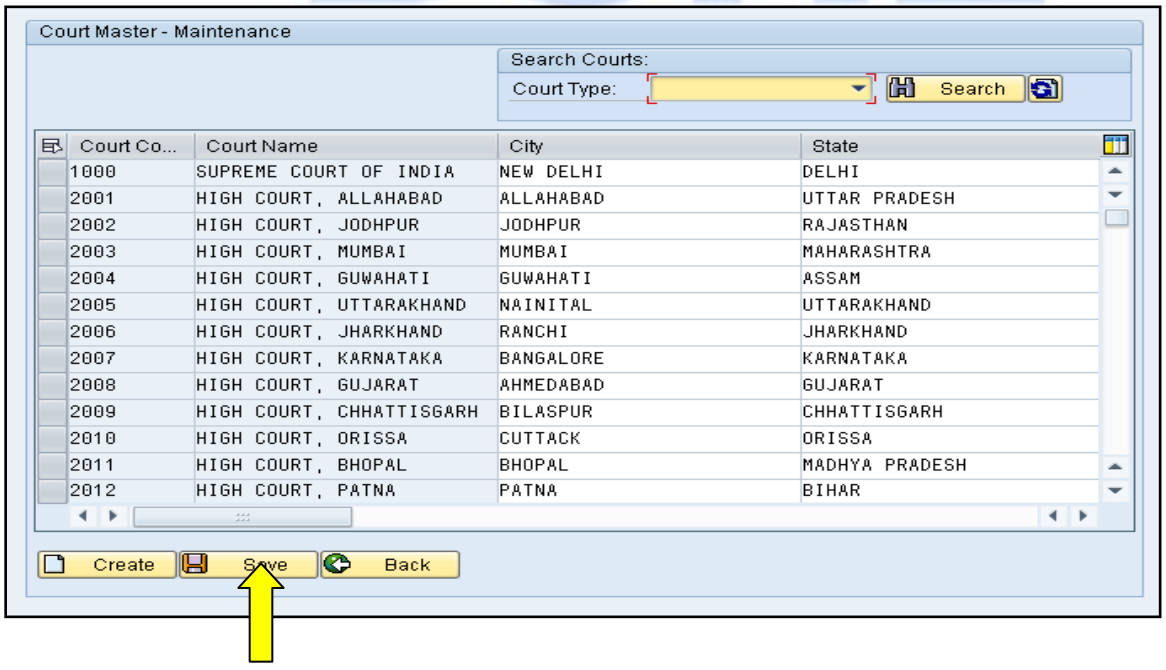
- All the fields are mandatory
- Fill all the input fields and click on save.



If entered data already exists in database it will show a error message.

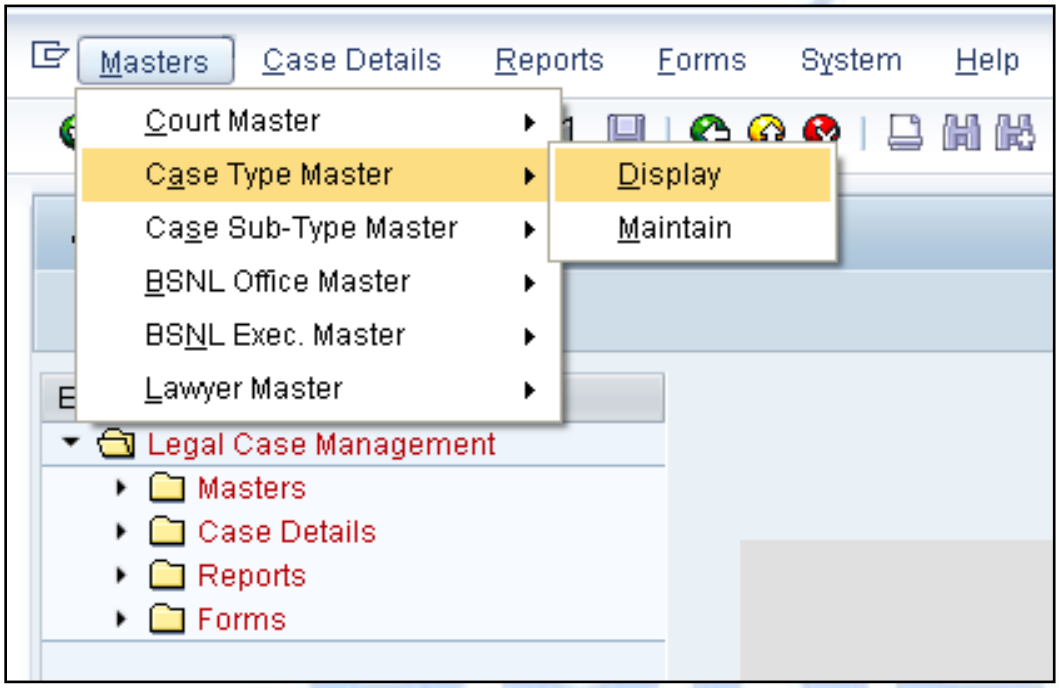


1.1.2.2 Save: If the changes were made for the state or city of any court name then click on save button the changes are saved in database table.

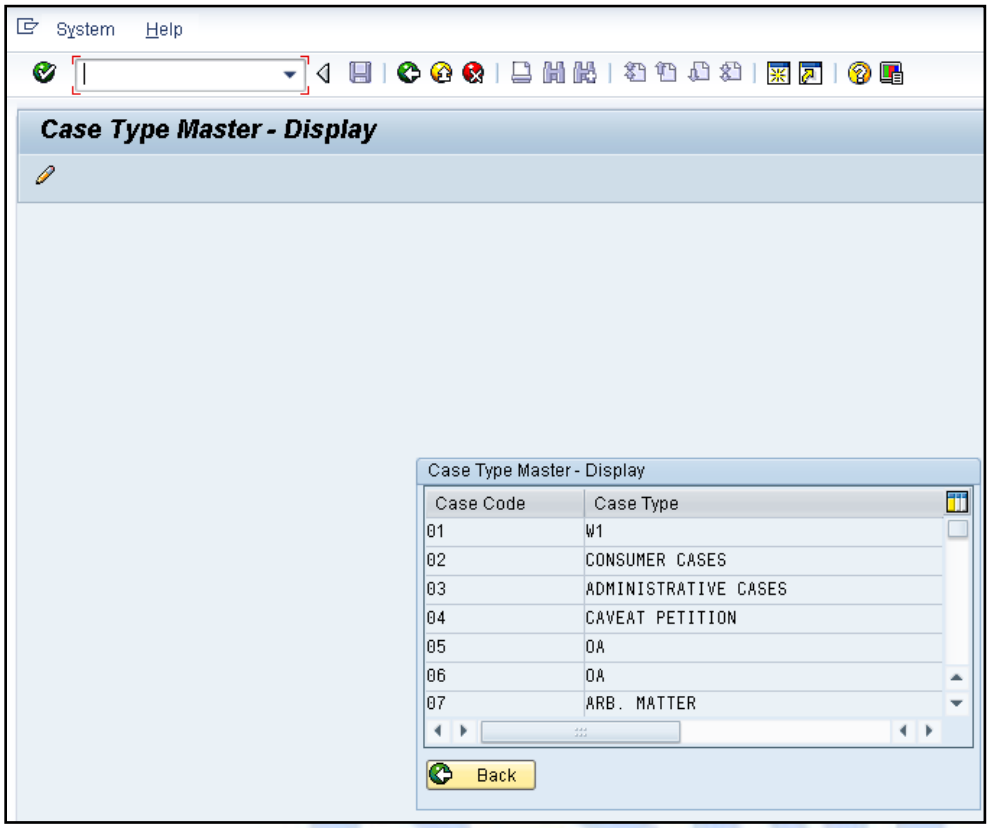

Court Master - Maintenance
Search Courts:
Court Type:
Search
Court Co... Court Name City State
1000 SUPREME COURT OF INDIA NEW DELHI DELHI
2001 HIGH COURT, ALLAHABAD ALLAHABAD UTTAR PRADESH
2002 HIGH COURT, JODHPUR JODHPUR RAJASTHAN
2003 HIGH COURT, MUMBAI MUMBAI MAHARASHTRA
2004 HIGH COURT, GUWAHATI GUWAHATI ASSAM
2005 HIGH COURT, UTTARAKHAND NAINITAL UTTARAKHAND
2006 HIGH COURT, JHARKHAND RANCHI JHARKHAND
2007 HIGH COURT, KARNATAKA BANGALORE KARNATAKA
2008 HIGH COURT, GUJARAT AHMEDABAD GUJARAT
2009 HIGH COURT, CHHATTISGARH BILASPUR CHHATTISGARH
2010 HIGH COURT, ORISSA CUTTACK ORISSA
2011 HIGH COURT, BHOPAL BHOPAL MADHYA PRADESH
2012 HIGH COURT, PATNA PATNA BIHAR
Create
Save
Back

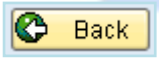
1.1.2.3 Back: Same functionality as explained earlier.

1.2 Case Type Master



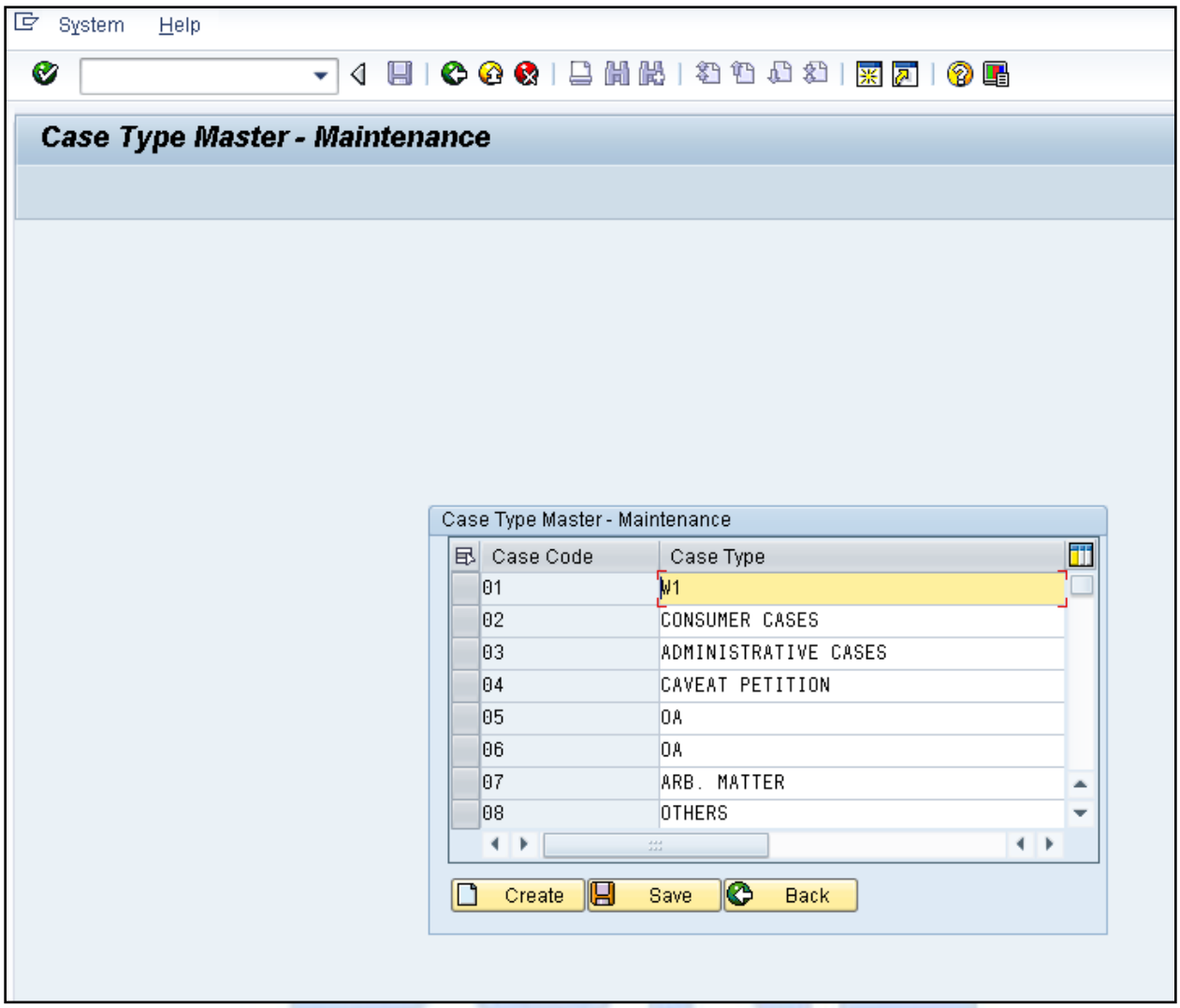
1.2.1 Display: this screen will enable the user to see all the case type and case code present in the database.



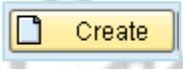
The back button 

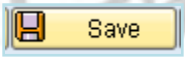
will enable the user to go back to the initial screen of legal case management.

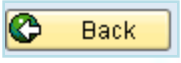
1.2.2 Maintain: This screen will enable the user to change the case type present in database.



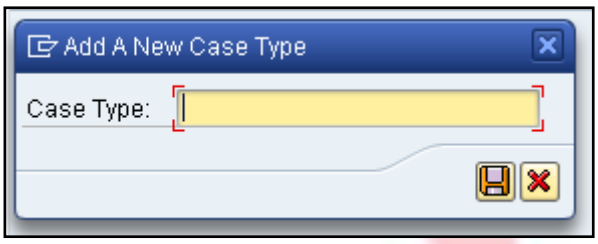
This screen has three buttons.

- 

- 

- 

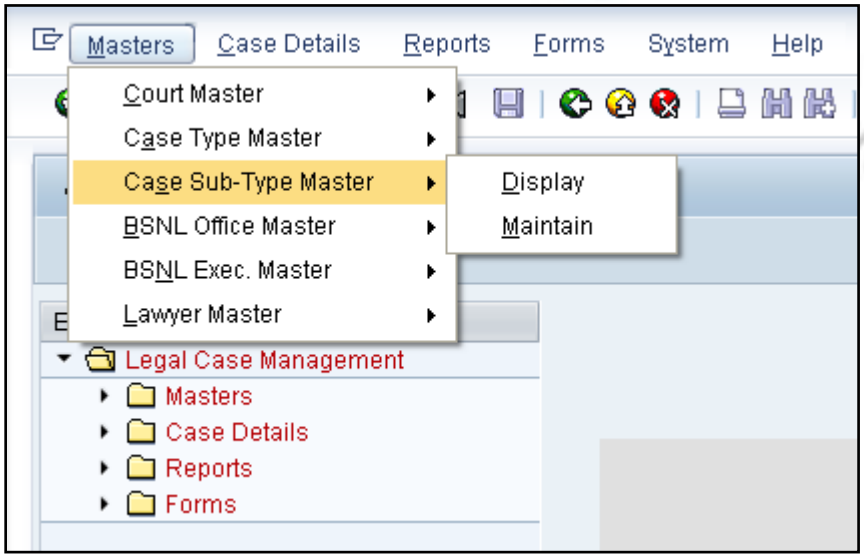
1.2.2.1 Create: Click on create button a pop-up will appear. User can enter a case type and click on save button a new record is created in the database table.



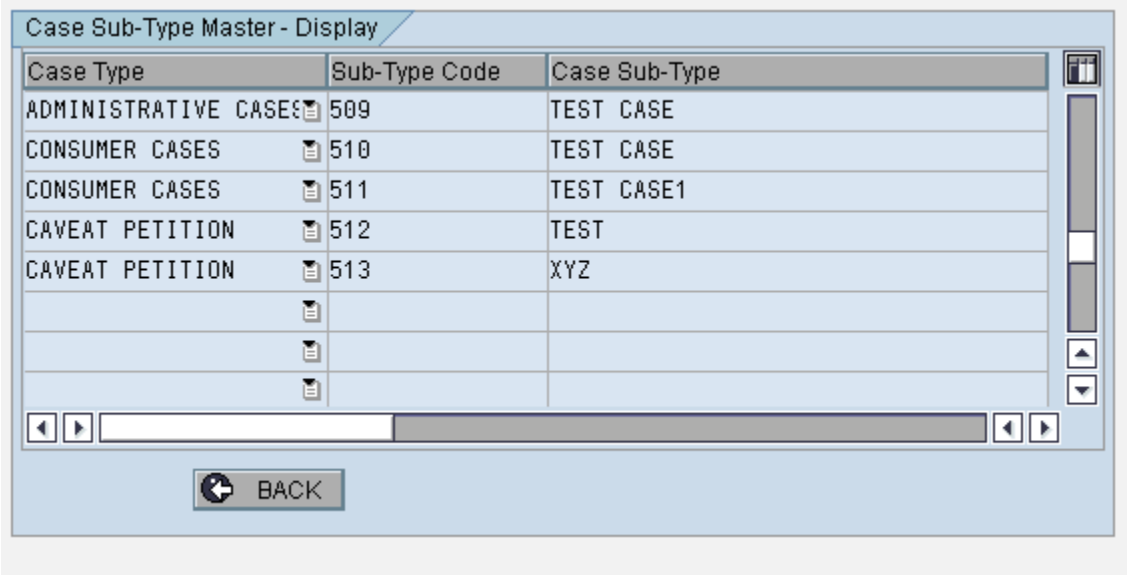
1.2.2.2 Save: If the changes were made for the case type then click on save button the changes are saved in database table.

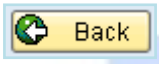
1.2.2.3 Back: Same functionality as explained earlier.

1.3 Case Sub-Type Master



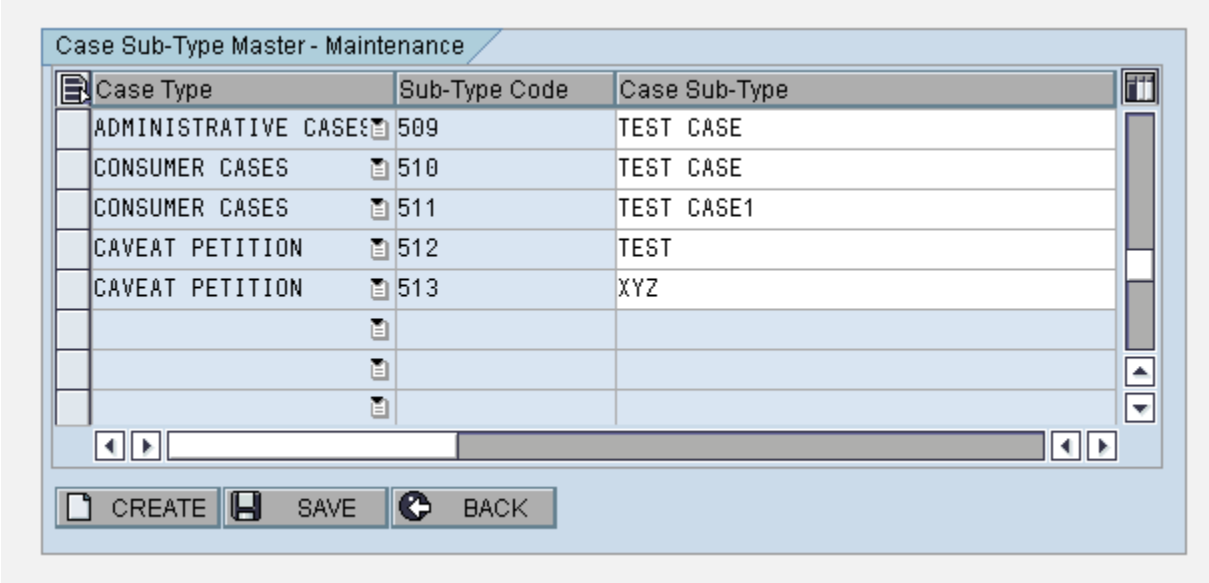
1.3.1 Display: This screen will enable the user to see all the case sub type present in the database.



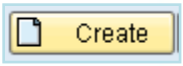
The back button 

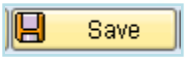
will enable the user to go back to the initial screen of legal case management.

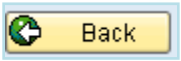
1.3.2 Maintain: This screen will enable the user to change the case sub type present in database.



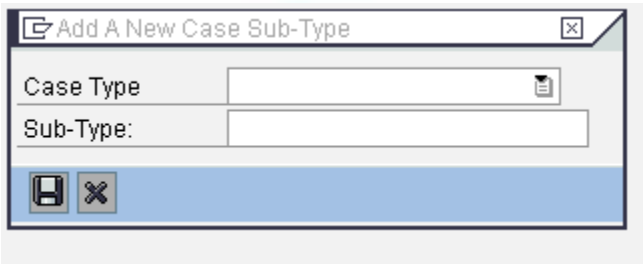
This screen has three buttons.

- 

- 

- 

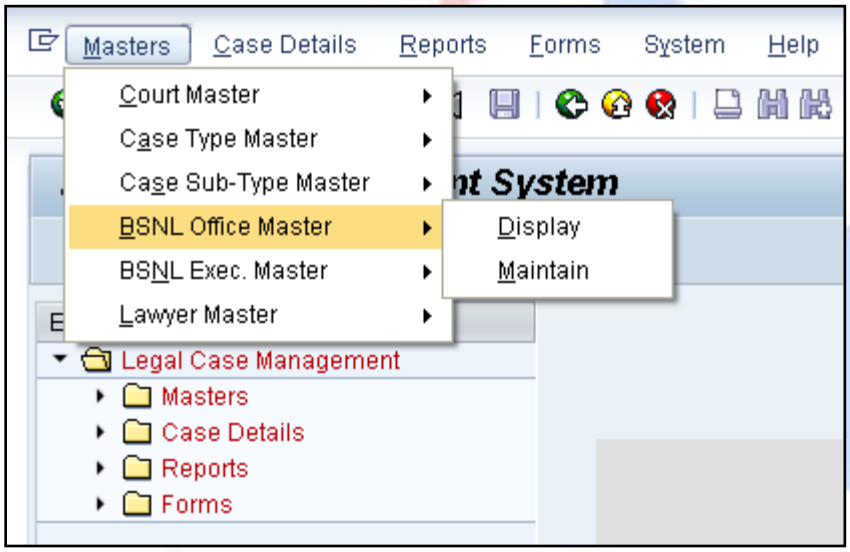
1.3.2.1 Create: Click on create button a pop-up will appear. User can enter a case sub type and click on save button a new record is created in the database table.



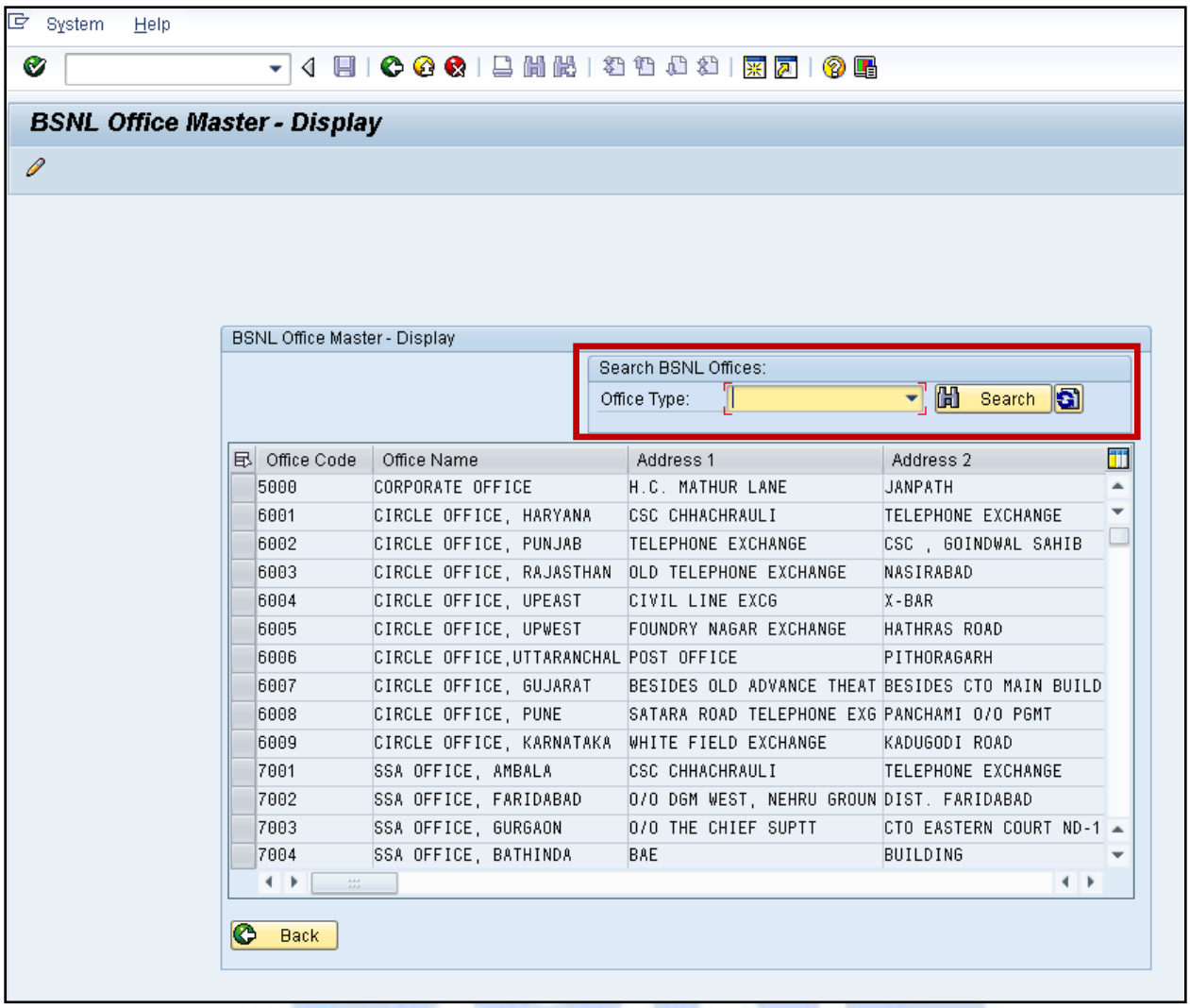
1.3.2.2 Save: If the changes were made for the case type then click on save button the changes are saved in database table.

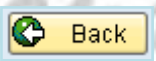
1.3.2.3 Back: Same functionality as explained earlier.

1.4 BSNL Office Master



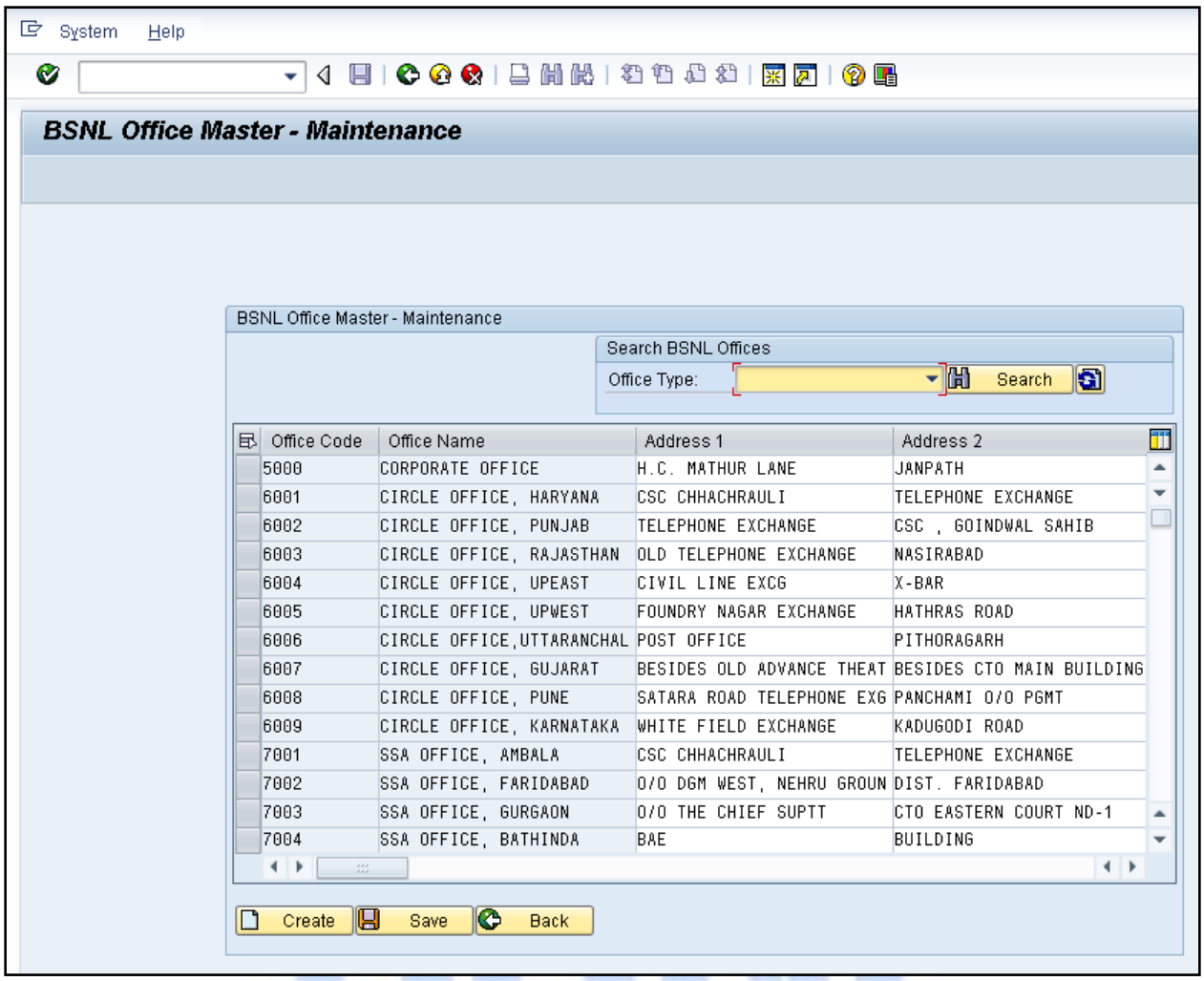
1.4.1 Display: This screen will enable the user to see all the BSNL office details like office code, name address, city etc present in the database table.
Additional Feature: User can enter the office type in search criteria and click on the Button 'Search' to filter the results based on office Type.


System Help
BSNL Office Master - Display
BSNL Office Master - Display
Search BSNL Offices:
Office Type:
Search
Office Code | Office Name | Address 1 | Address 2
5000 | CORPORATE OFFICE | H.C. MATHUR LANE | JANPATH
6001 | CIRCLE OFFICE, HARYANA | CSC CHHACHRAULI | TELEPHONE EXCHANGE
6002 | CIRCLE OFFICE, PUNJAB | TELEPHONE EXCHANGE | CSC , GOINDWAL SAHIB
6003 | CIRCLE OFFICE, RAJASTHAN | OLD TELEPHONE EXCHANGE | NASIRABAD
6004 | CIRCLE OFFICE, UPEAST | CIVIL LINE EXCG | X-BAR
6005 | CIRCLE OFFICE, UPWEST | FOUNDRY NAGAR EXCHANGE | HATHRAS ROAD
6006 | CIRCLE OFFICE,UTTARANCHAL | POST OFFICE | PITHORAGARH
6007 | CIRCLE OFFICE, GUJARAT | BESIDES OLD ADVANCE THEAT | BESIDES CTO MAIN BUILD
6008 | CIRCLE OFFICE, PUNE | SATARA ROAD TELEPHONE EXG | PANCHAMI O/O PGMT
6009 | CIRCLE OFFICE, KARNATAKA | WHITE FIELD EXCHANGE | KADUGODI ROAD
7001 | SSA OFFICE, AMBALA | CSC CHHACHRAULI | TELEPHONE EXCHANGE
7002 | SSA OFFICE, FARIDABAD | O/O DGM WEST, NEHRU GROUN | DIST. FARIDABAD
7003 | SSA OFFICE, GURGAON | O/O THE CHIEF SUPTT | CTO EASTERN COURT ND-1
7004 | SSA OFFICE, BATHINDA | BAE | BUILDING
Back

The back button 

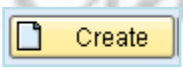
will enable the user to go back to the initial screen of legal case management.

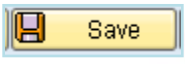
1.4.2 Maintain: This screen will enable the user to change the BSNL office details like address, city, state, contacts etc present in database.

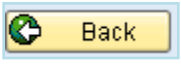


Office Code	Office Name	Address 1	Address 2
5000	CORPORATE OFFICE	H.C. MATHUR LANE	JANPATH
6001	CIRCLE OFFICE, HARYANA	CSC CHHACHRAULI	TELEPHONE EXCHANGE
6002	CIRCLE OFFICE, PUNJAB	TELEPHONE EXCHANGE	CSC , GOINDWAL SAHIB
6003	CIRCLE OFFICE, RAJASTHAN	OLD TELEPHONE EXCHANGE	NASIRABAD
6004	CIRCLE OFFICE, UPEAST	CIVIL LINE EXCG	X-BAR
6005	CIRCLE OFFICE, UPWEST	FOUNDRY NAGAR EXCHANGE	HATHRAS ROAD
6006	CIRCLE OFFICE,UTTARANCHAL	POST OFFICE	PITHORAGARH
6007	CIRCLE OFFICE, GUJARAT	BESIDES OLD ADVANCE THEAT	BESIDES CTO MAIN BUILDING
6008	CIRCLE OFFICE, PUNE	SATARA ROAD TELEPHONE EXG	PANCHAMI O/O PGMT
6009	CIRCLE OFFICE, KARNATAKA	WHITE FIELD EXCHANGE	KADUGODI ROAD
7001	SSA OFFICE, AMBALA	CSC CHHACHRAULI	TELEPHONE EXCHANGE
7002	SSA OFFICE, FARIDABAD	O/O DGM WEST, NEHRU GROUN	DIST. FARIDABAD
7003	SSA OFFICE, GURGAON	O/O THE CHIEF SUPTT	CTO EASTERN COURT ND-1
7004	SSA OFFICE, BATHINDA	BAE	BUILDING

This screen has three buttons.

- 

- 

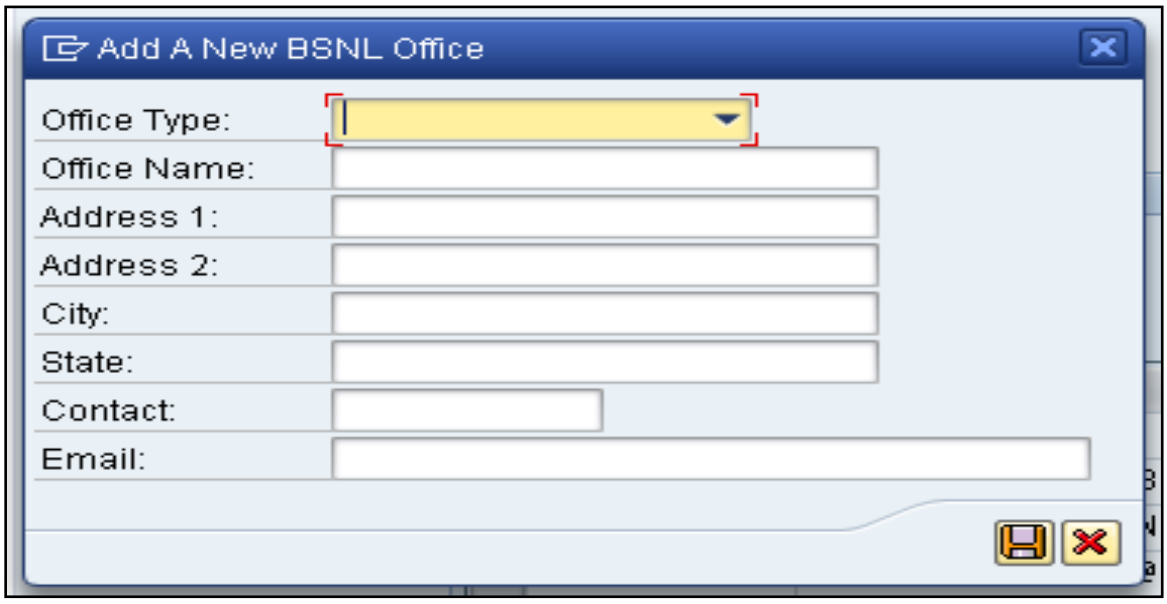
- 

1.4.2.1 Create: Click on create button a pop-up will appear.

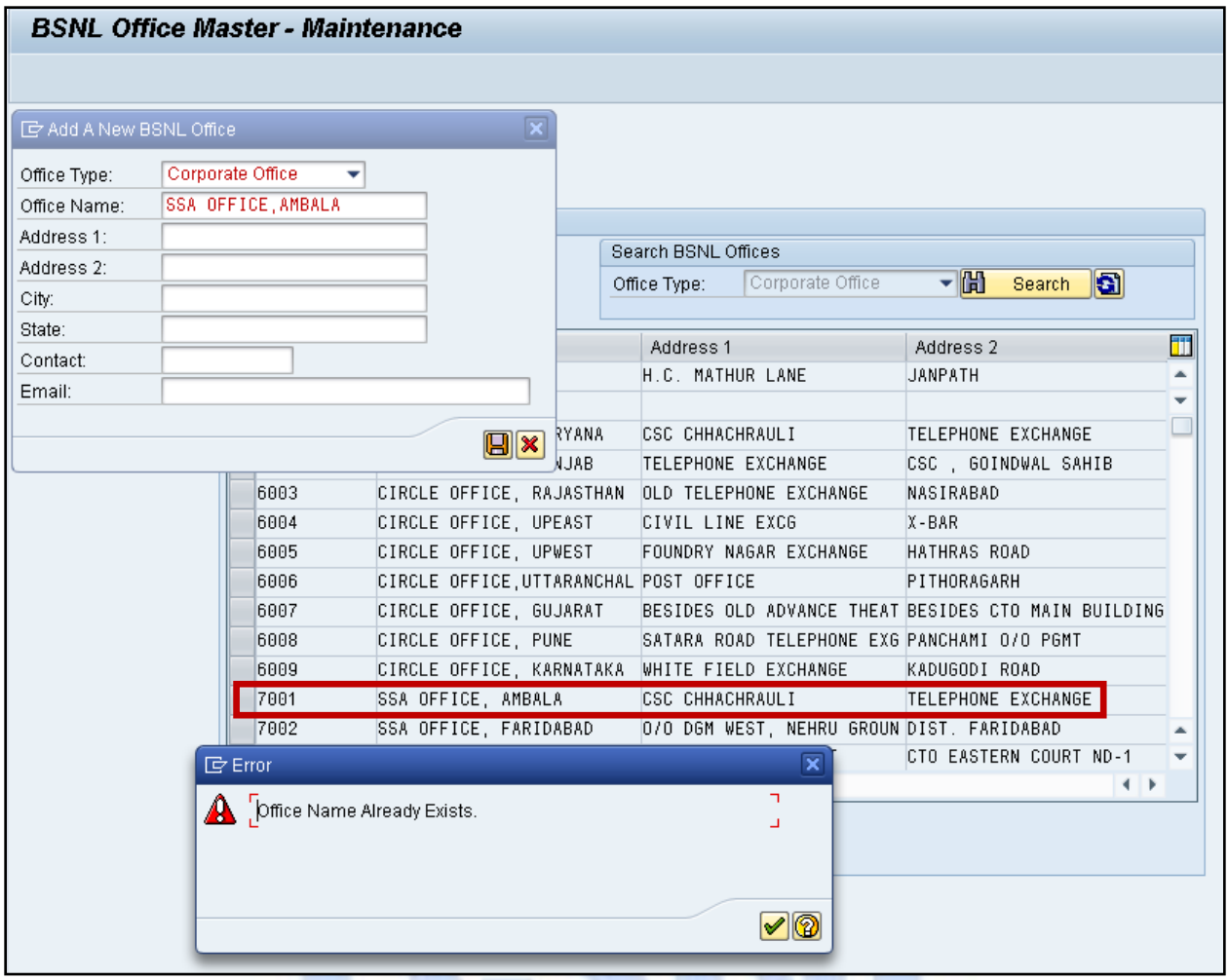
User can enter a court type, court name city and state.

- Office Type and Office Name is mandatory.

- Fill all the input fields and click on save.



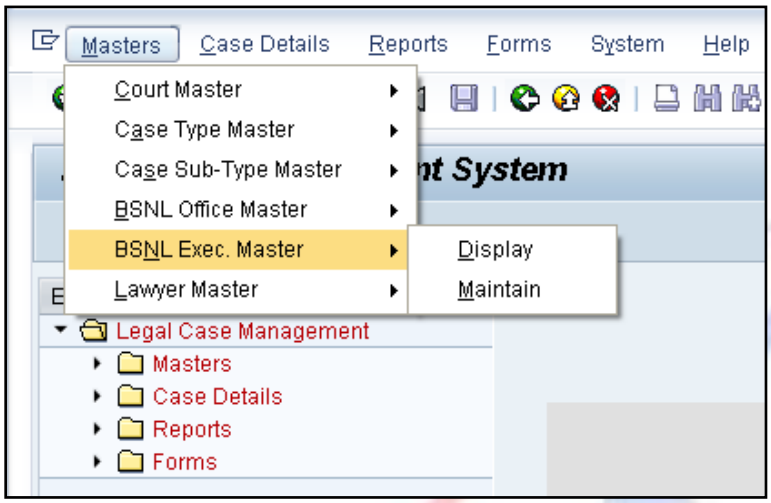
If the office type and office name does not exist in database table then a new record is created in the database table otherwise an error message will appear.


BSNL Office Master - Maintenance
Add A New BSNL Office
Office Type: Corporate Office
Office Name: SSA OFFICE,AMBALA
Address 1:
Address 2:
City:
State:
Contact:
Email:
Search BSNL Offices
Office Type: Corporate Office
Search
Address 1
Address 2
H.C. MATHUR LANE
JANPATH
CSC CHHACHRAULI
TELEPHONE EXCHANGE
TELEPHONE EXCHANGE
CSC , GOINDWAL SAHIB
6003 CIRCLE OFFICE, RAJASTHAN OLD TELEPHONE EXCHANGE NASIRABAD
6004 CIRCLE OFFICE, UPEAST CIVIL LINE EXCG X-BAR
6005 CIRCLE OFFICE, UPWEST FOUNDRY NAGAR EXCHANGE HATHRAS ROAD
6006 CIRCLE OFFICE,UTTARANCHAL POST OFFICE PITHORAGARH
6007 CIRCLE OFFICE, GUJARAT BESIDES OLD ADVANCE THEAT BESIDES CTO MAIN BUILDING
6008 CIRCLE OFFICE, PUNE SATARA ROAD TELEPHONE EXG PANCHAMI O/O PGMT
6009 CIRCLE OFFICE, KARNATAKA WHITE FIELD EXCHANGE KADUGODI ROAD
7001 SSA OFFICE, AMBALA CSC CHHACHRAULI TELEPHONE EXCHANGE
7002 SSA OFFICE, FARIDABAD O/O DGM WEST, NEHRU GROUN DIST. FARIDABAD
CTO EASTERN COURT ND-1
Error
Office Name Already Exists.

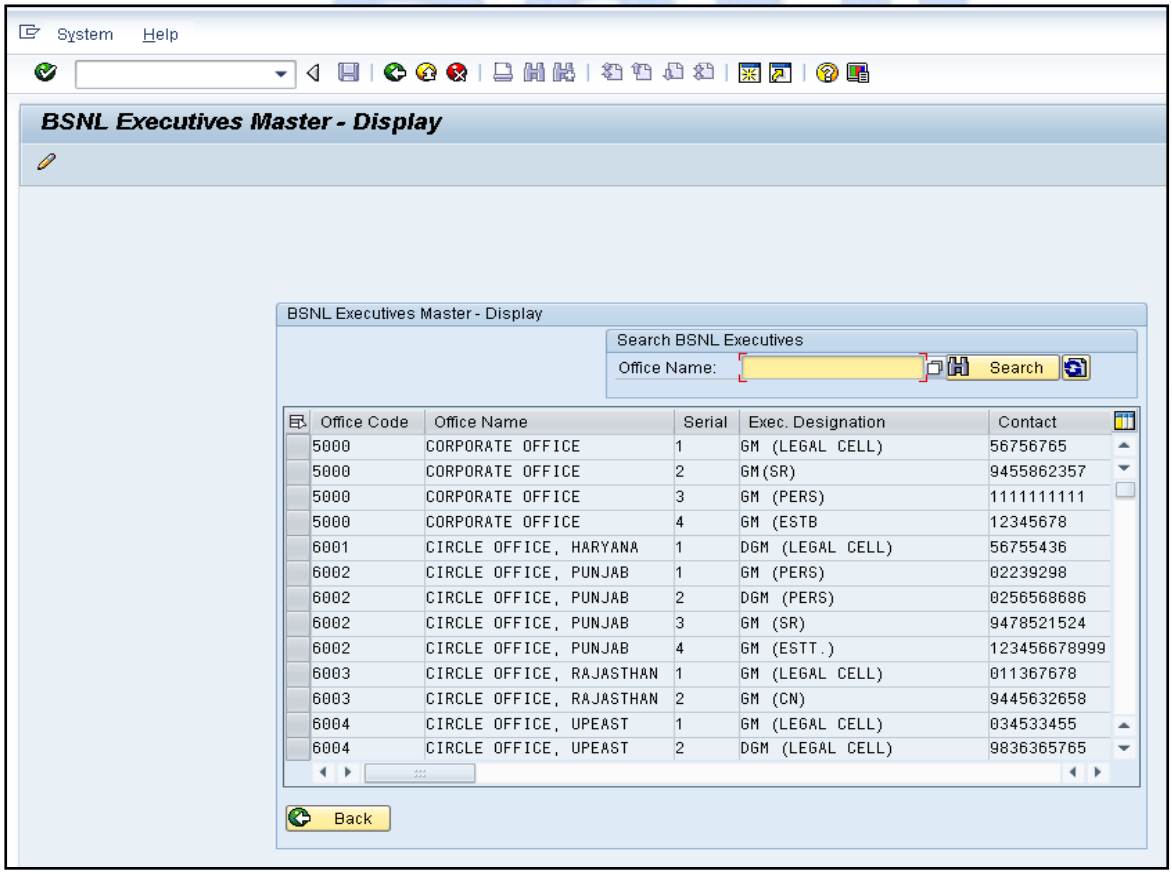
1.4.2.2 Save: If the changes were made for the BSNL office details like address, city, state, contacts etc then click on save button the changes are saved in database table.

1.4.2.3 Back: Same functionality as explained earlier.

1.5 BSNL Executives Master

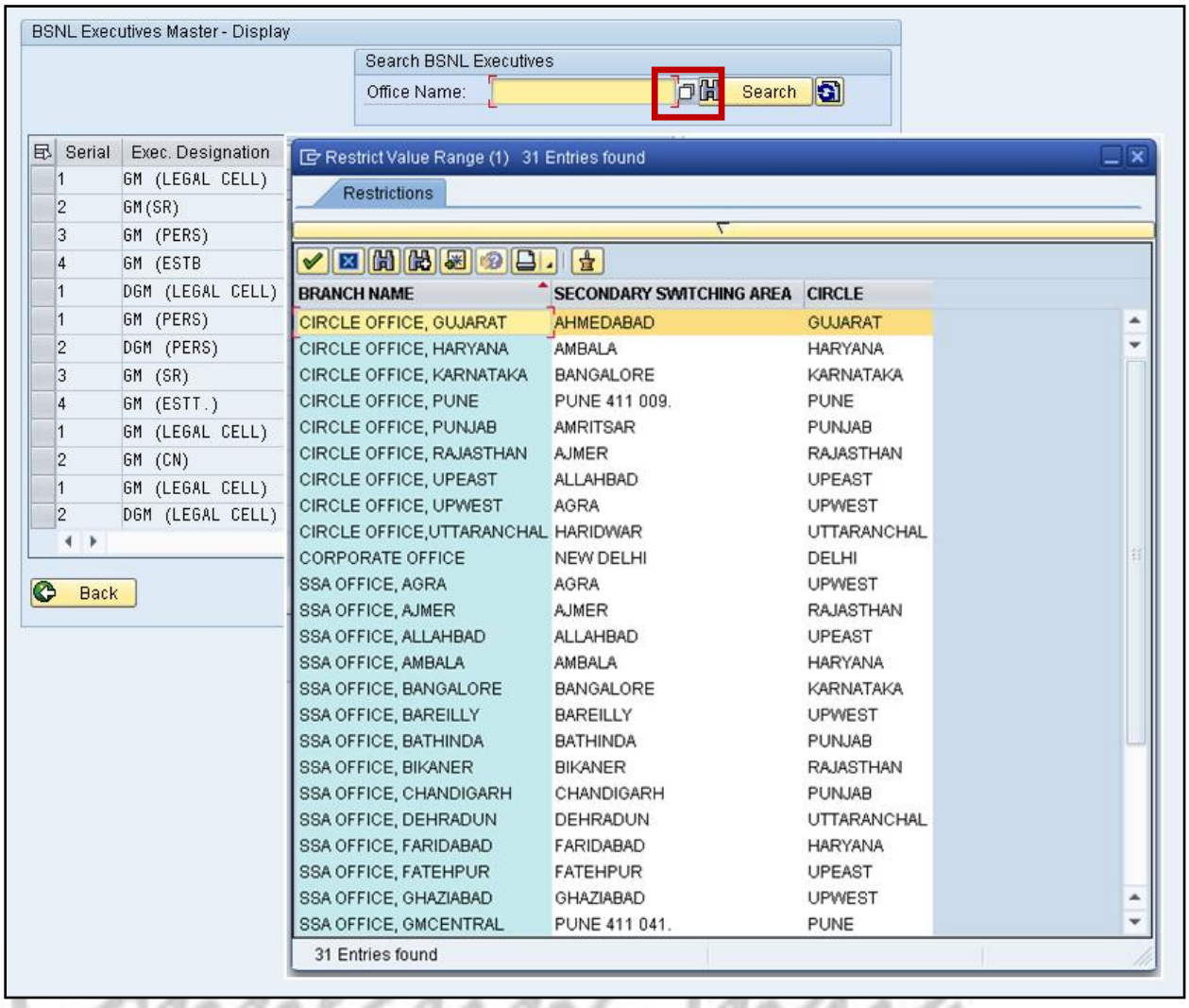


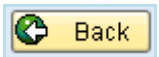
1.5.1 Display: this screen will enable the user to see all the BSNL Executive Details like office name, Executive designation, contacts etc present in the database table.



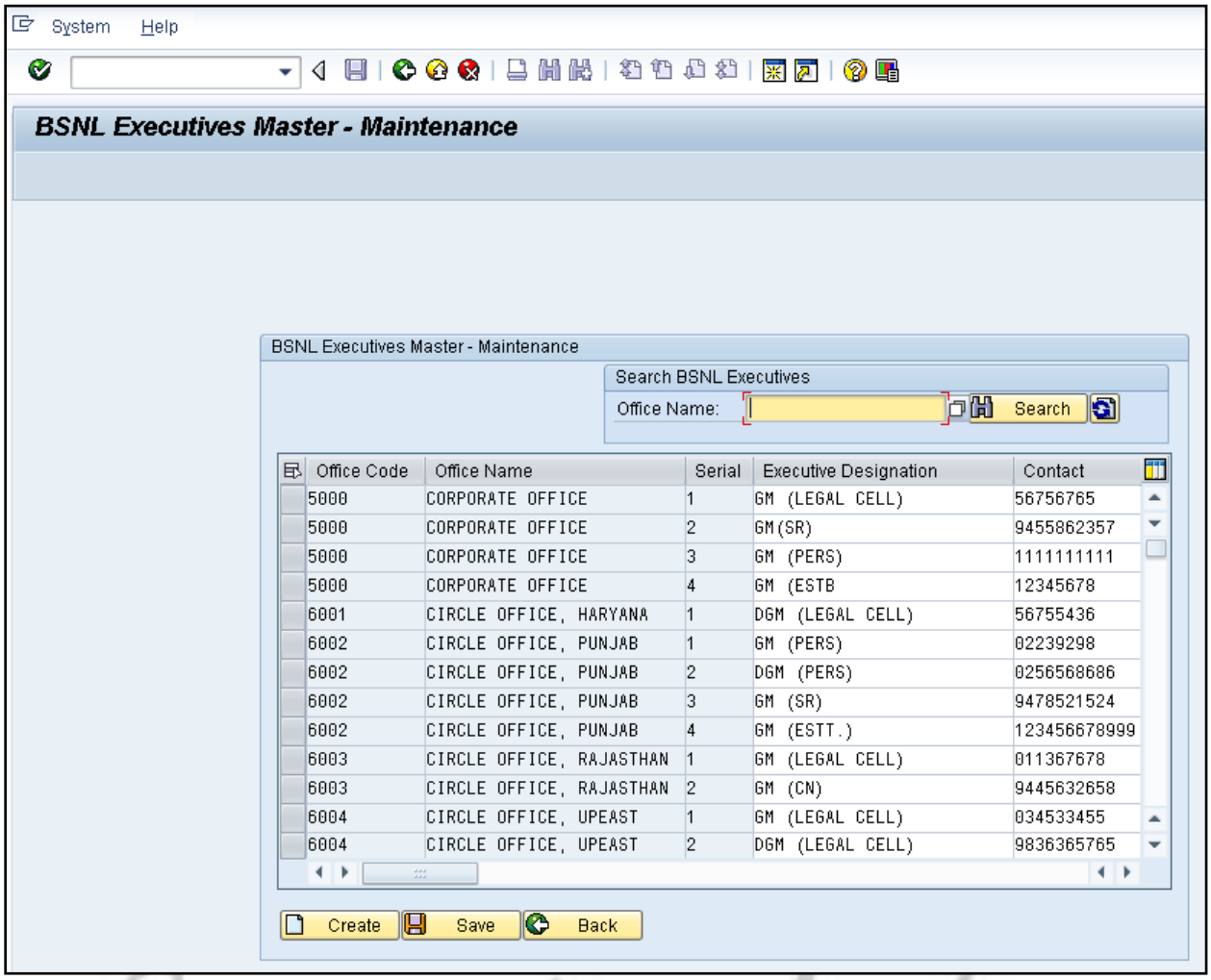
Office Code	Office Name	Serial	Exec. Designation	Contact
5000	CORPORATE OFFICE	1	GM (LEGAL CELL)	56756765
5000	CORPORATE OFFICE	2	GM(SR)	9455862357
5000	CORPORATE OFFICE	3	GM (PERS)	1111111111
5000	CORPORATE OFFICE	4	GM (ESTB	12345678
6001	CIRCLE OFFICE, HARYANA	1	DGM (LEGAL CELL)	56755436
6002	CIRCLE OFFICE, PUNJAB	1	GM (PERS)	02239298
6002	CIRCLE OFFICE, PUNJAB	2	DGM (PERS)	0256568686
6002	CIRCLE OFFICE, PUNJAB	3	GM (SR)	9478521524
6002	CIRCLE OFFICE, PUNJAB	4	GM (ESTT.)	123456678999
6003	CIRCLE OFFICE, RAJASTHAN	1	GM (LEGAL CELL)	011367678
6003	CIRCLE OFFICE, RAJASTHAN	2	GM (CN)	9445632658
6004	CIRCLE OFFICE, UPEAST	1	GM (LEGAL CELL)	034533455
6004	CIRCLE OFFICE, UPEAST	2	DGM (LEGAL CELL)	9836365765

Additional Feature: User can enter the office name in search criteria or a F4 help is provided for the office name and click on the Button 'Search' to filter the results based on office Name.

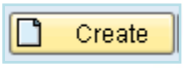

BSNL Executives Master - Display
Search BSNL Executives
Office Name:
Search
Serial
Exec. Designation
1 GM (LEGAL CELL)
2 GM(SR)
3 GM (PERS)
4 GM (ESTB
1 DGM (LEGAL CELL)
1 GM (PERS)
2 DGM (PERS)
3 GM (SR)
4 GM (ESTT.)
1 GM (LEGAL CELL)
2 GM (CN)
1 GM (LEGAL CELL)
2 DGM (LEGAL CELL)
Back
Restrict Value Range (1) 31 Entries found
Restrictions
BRANCH NAME
SECONDARY SWITCHING AREA
CIRCLE
CIRCLE OFFICE, GUJARAT AHMEDABAD GUJARAT
CIRCLE OFFICE, HARYANA AMBALA HARYANA
CIRCLE OFFICE, KARNATAKA BANGALORE KARNATAKA
CIRCLE OFFICE, PUNE PUNE 411 009. PUNE
CIRCLE OFFICE, PUNJAB AMRITSAR PUNJAB
CIRCLE OFFICE, RAJASTHAN AJMER RAJASTHAN
CIRCLE OFFICE, UPEAST ALLAHBAD UPEAST
CIRCLE OFFICE, UPWEST AGRA UPWEST
CIRCLE OFFICE,UTTARANCHAL HARIDWAR UTTARANCHAL
CORPORATE OFFICE NEW DELHI DELHI
SSA OFFICE, AGRA AGRA UPWEST
SSA OFFICE, AJMER AJMER RAJASTHAN
SSA OFFICE, ALLAHBAD ALLAHBAD UPEAST
SSA OFFICE, AMBALA AMBALA HARYANA
SSA OFFICE, BANGALORE BANGALORE KARNATAKA
SSA OFFICE, BAREILLY BAREILLY UPWEST
SSA OFFICE, BATHINDA BATHINDA PUNJAB
SSA OFFICE, BIKANER BIKANER RAJASTHAN
SSA OFFICE, CHANDIGARH CHANDIGARH PUNJAB
SSA OFFICE, DEHRADUN DEHRADUN UTTARANCHAL
SSA OFFICE, FARIDABAD FARIDABAD HARYANA
SSA OFFICE, FATEHPUR FATEHPUR UPEAST
SSA OFFICE, GHAZIABAD GHAZIABAD UPWEST
SSA OFFICE, GMCENTRAL PUNE 411 041. PUNE
31 Entries found

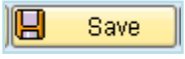
The back button  will enable the user to go back to the initial screen of legal case management.

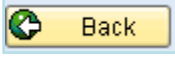
1.5.2 Maintain: This screen will enable the user to change the BSNL Executive Details like Executive designation, contacts etc present in database.


System
Help
BSNL Executives Master - Maintenance
BSNL Executives Master - Maintenance
Search BSNL Executives
Office Name:
Search
Office Code
Office Name
Serial
Executive Designation
Contact
5000 CORPORATE OFFICE 1 GM (LEGAL CELL) 56756765
5000 CORPORATE OFFICE 2 GM(SR) 9455862357
5000 CORPORATE OFFICE 3 GM (PERS) 1111111111
5000 CORPORATE OFFICE 4 GM (ESTB 12345678
6001 CIRCLE OFFICE, HARYANA 1 DGM (LEGAL CELL) 56755436
6002 CIRCLE OFFICE, PUNJAB 1 GM (PERS) 02239298
6002 CIRCLE OFFICE, PUNJAB 2 DGM (PERS) 0256568686
6002 CIRCLE OFFICE, PUNJAB 3 GM (SR) 9478521524
6002 CIRCLE OFFICE, PUNJAB 4 GM (ESTT.) 123456678999
6003 CIRCLE OFFICE, RAJASTHAN 1 GM (LEGAL CELL) 011367678
6003 CIRCLE OFFICE, RAJASTHAN 2 GM (CN) 9445632658
6004 CIRCLE OFFICE, UPEAST 1 GM (LEGAL CELL) 034533455
6004 CIRCLE OFFICE, UPEAST 2 DGM (LEGAL CELL) 9836365765
Create
Save
Back

This screen has three buttons.

- 

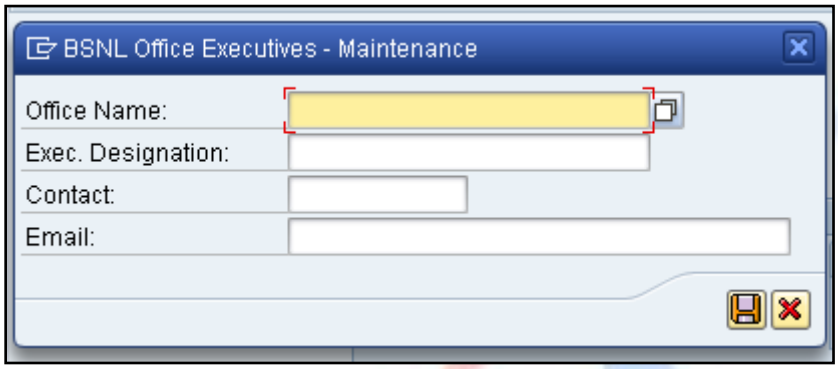
- 

- 

1.5.2.1 Create: Click on create button a pop-up will appear.

User can enter an Office Name, Exec. Designation, Contact and Email .

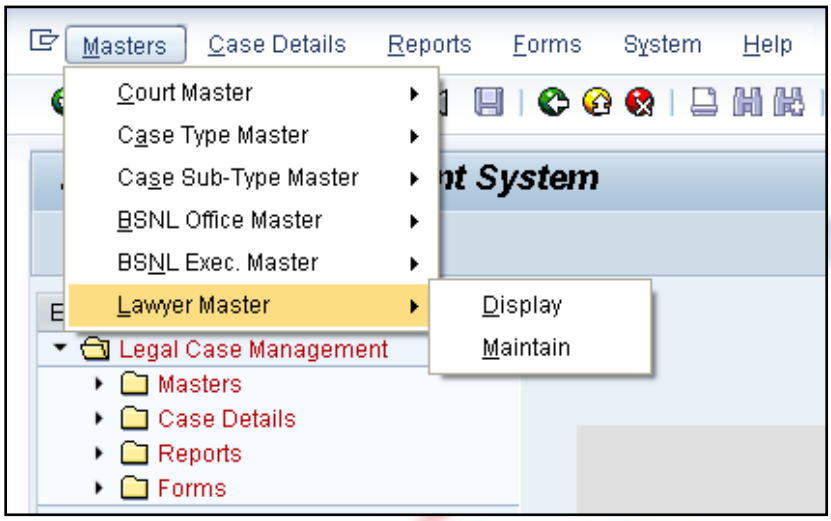
- Office Name is mandatory.
- Fill all the input fields and click on save a new record is created in the database table.



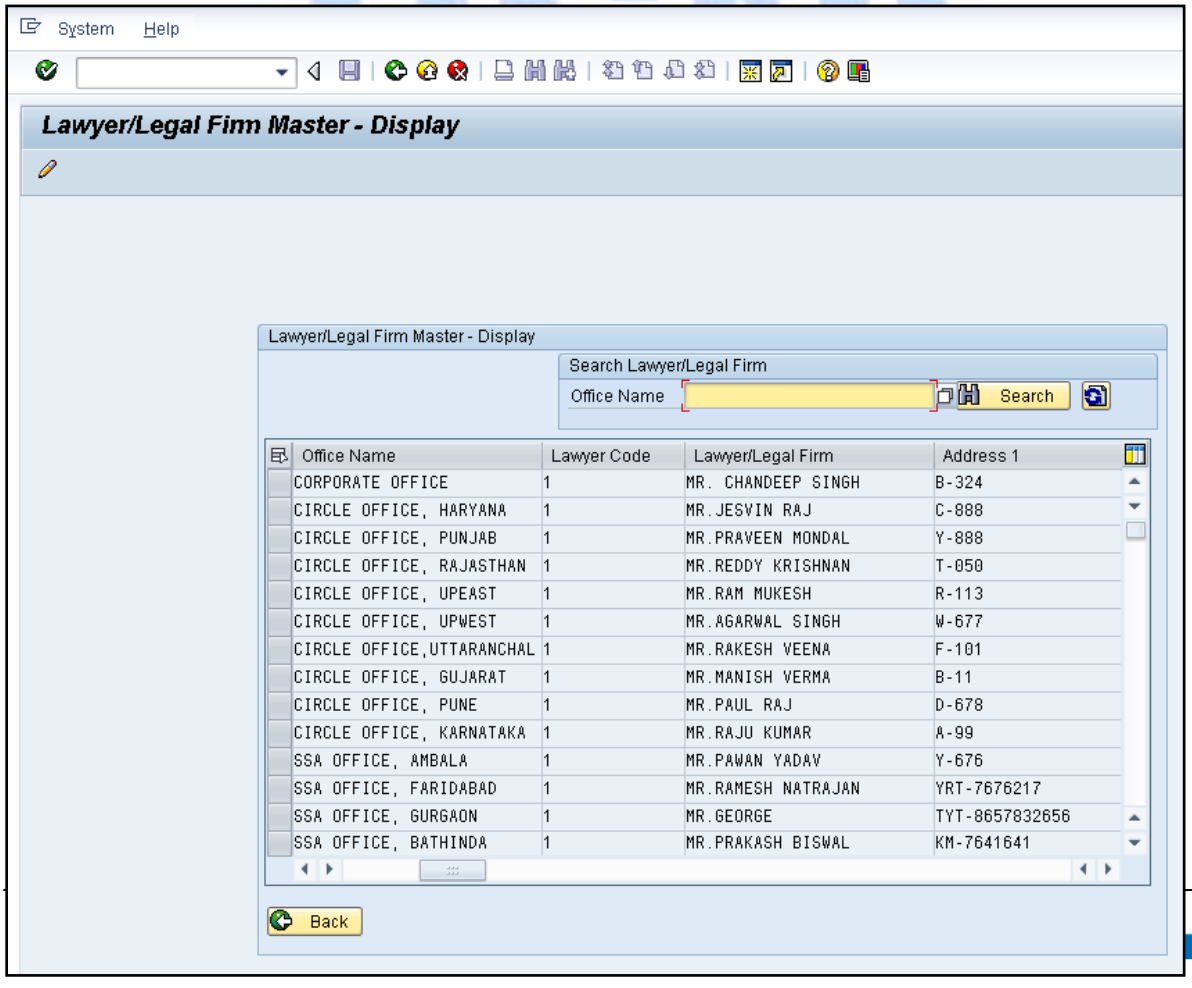
1.5.2.2 Save: If the changes were made for the BSNL office details like address, city, state, contacts etc then click on save button the changes are saved in database table.

1.5.2.3 Back: Same functionality as explained earlier.

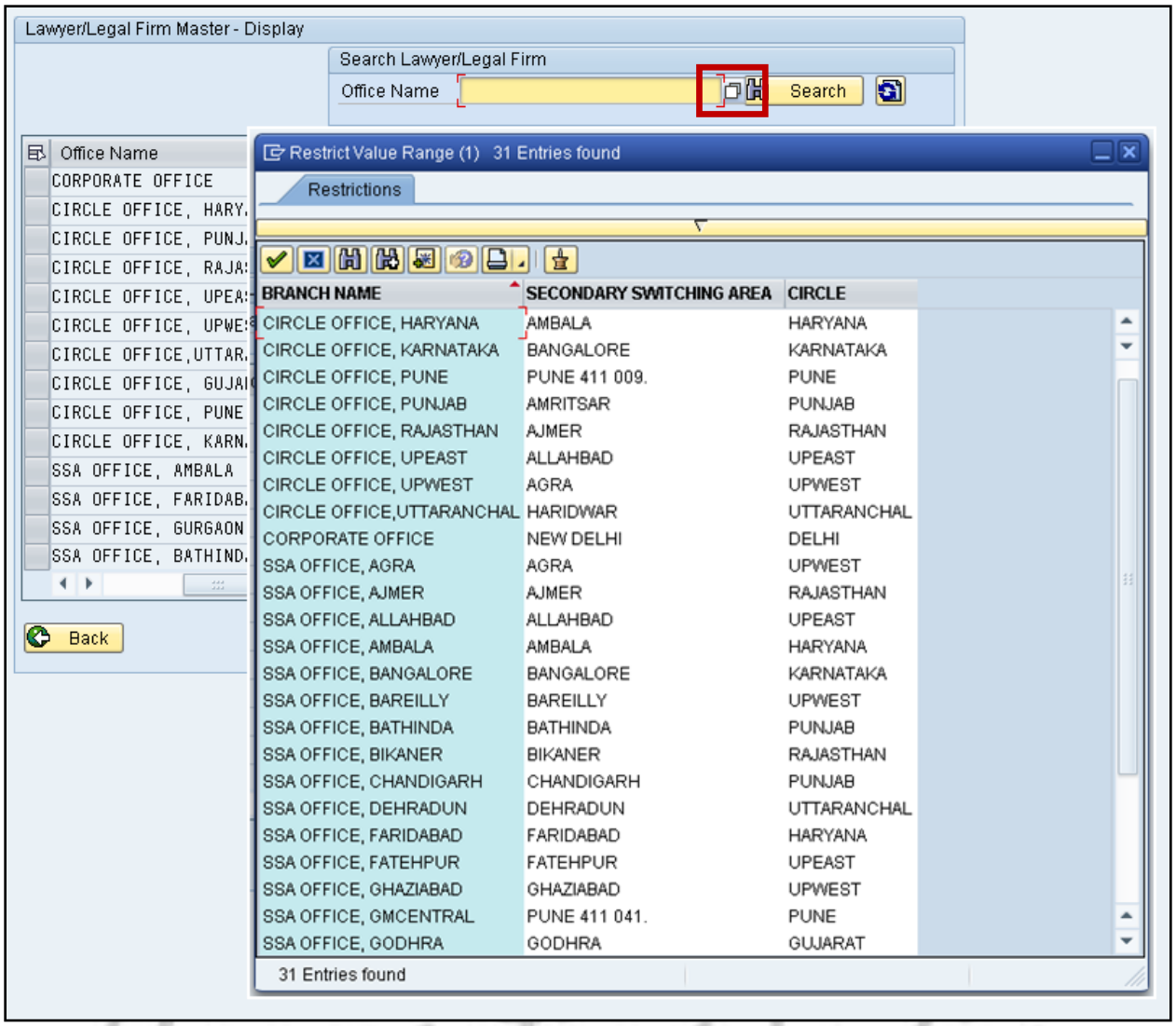
1.6 Lawyer Master

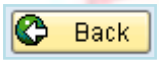


1.6.1 Display: this screen will enable the user to see all the BSNL Lawyer details like Office name, Lawyer/legal Firm, address, contacts etc present in the database table.

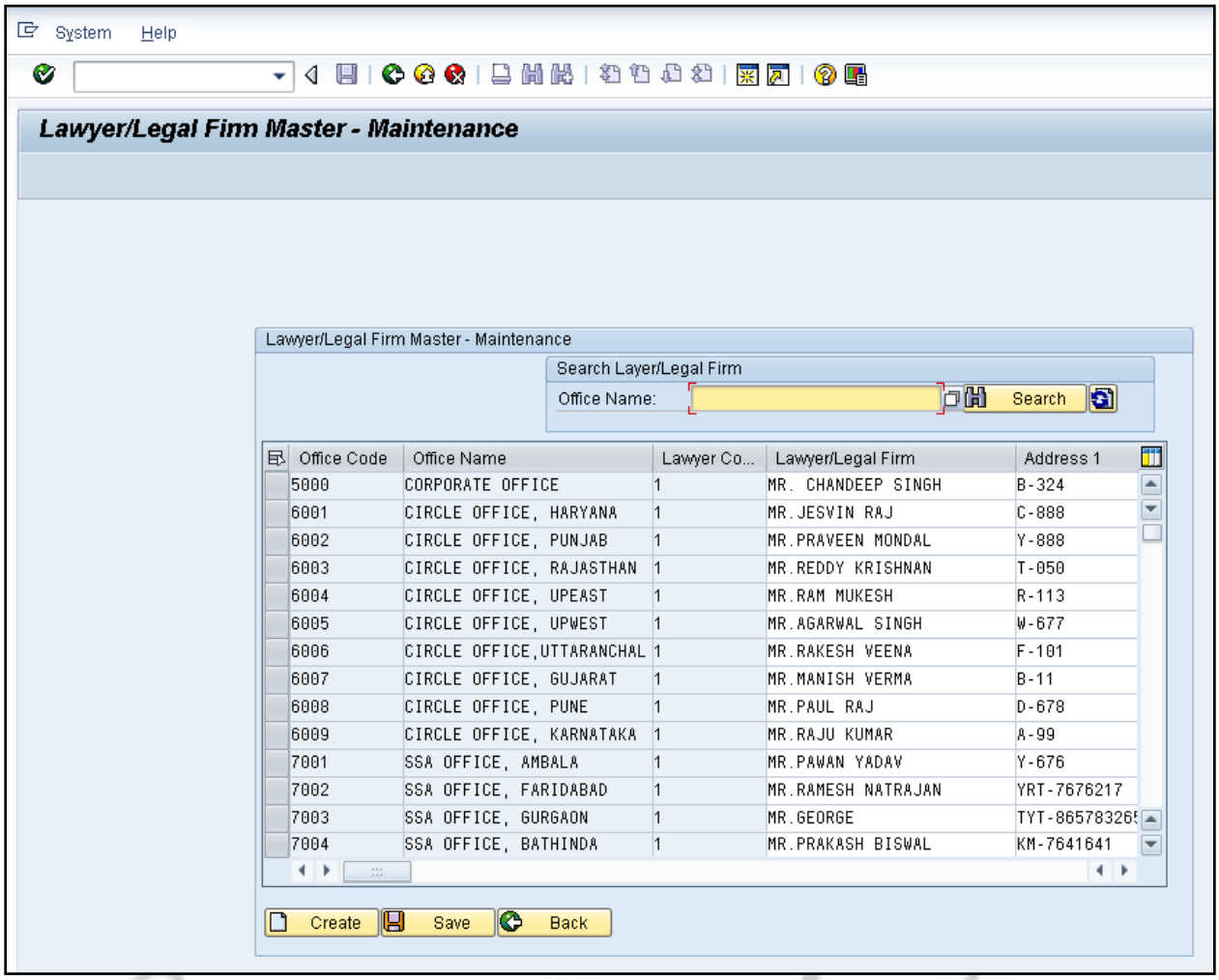

System
Help
Lawyer/Legal Firm Master - Display
Lawyer/Legal Firm Master - Display
Search Lawyer/Legal Firm
Office Name
Search
Office Name | Lawyer Code | Lawyer/Legal Firm | Address 1
CORPORATE OFFICE | 1 | MR. CHANDEEP SINGH | B-324
CIRCLE OFFICE, HARYANA | 1 | MR.JESVIN RAJ | C-888
CIRCLE OFFICE, PUNJAB | 1 | MR.PRAVEEN MONDAL | Y-888
CIRCLE OFFICE, RAJASTHAN | 1 | MR.REDDY KRISHNAN | T-050
CIRCLE OFFICE, UPEAST | 1 | MR.RAM MUKESH | R-113
CIRCLE OFFICE, UPWEST | 1 | MR.AGARWAL SINGH | W-677
CIRCLE OFFICE,UTTARANCHAL | 1 | MR.RAKESH VEENA | F-101
CIRCLE OFFICE, GUJARAT | 1 | MR.MANISH VERMA | B-11
CIRCLE OFFICE, PUNE | 1 | MR.PAUL RAJ | D-678
CIRCLE OFFICE, KARNATAKA | 1 | MR.RAJU KUMAR | A-99
SSA OFFICE, AMBALA | 1 | MR.PAWAN YADAV | Y-676
SSA OFFICE, FARIDABAD | 1 | MR.RAMESH NATRAJAN | YRT-7676217
SSA OFFICE, GURGAON | 1 | MR.GEORGE | TYT-8657832656
SSA OFFICE, BATHINDA | 1 | MR.PRAKASH BISWAL | KM-7641641
Back

Additional Feature: User can enter the office name in search criteria or a F4 help is provided for the office name and click on the Button 'Search' to filter the results based on office Name.

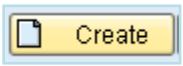

Lawyer/Legal Firm Master - Display
Search Lawyer/Legal Firm
Office Name
Search
Office Name
CORPORATE OFFICE
CIRCLE OFFICE, HARY.
CIRCLE OFFICE, PUNJ.
CIRCLE OFFICE, RAJA:
CIRCLE OFFICE, UPEA:
CIRCLE OFFICE, UPWE:
CIRCLE OFFICE,UTTAR.
CIRCLE OFFICE, GUJAI
CIRCLE OFFICE, PUNE
CIRCLE OFFICE, KARN.
SSA OFFICE, AMBALA
SSA OFFICE, FARIDAB.
SSA OFFICE, GURGAON
SSA OFFICE, BATHIND.
Back
Restrict Value Range (1) 31 Entries found
Restrictions
BRANCH NAME | SECONDARY SWITCHING AREA | CIRCLE
CIRCLE OFFICE, HARYANA | AMBALA | HARYANA
CIRCLE OFFICE, KARNATAKA | BANGALORE | KARNATAKA
CIRCLE OFFICE, PUNE | PUNE 411 009. | PUNE
CIRCLE OFFICE, PUNJAB | AMRITSAR | PUNJAB
CIRCLE OFFICE, RAJASTHAN | AJMER | RAJASTHAN
CIRCLE OFFICE, UPEAST | ALLAHBAD | UPEAST
CIRCLE OFFICE, UPWEST | AGRA | UPWEST
CIRCLE OFFICE,UTTARANCHAL | HARIDWAR | UTTARANCHAL
CORPORATE OFFICE | NEW DELHI | DELHI
SSA OFFICE, AGRA | AGRA | UPWEST
SSA OFFICE, AJMER | AJMER | RAJASTHAN
SSA OFFICE, ALLAHBAD | ALLAHBAD | UPEAST
SSA OFFICE, AMBALA | AMBALA | HARYANA
SSA OFFICE, BANGALORE | BANGALORE | KARNATAKA
SSA OFFICE, BAREILLY | BAREILLY | UPWEST
SSA OFFICE, BATHINDA | BATHINDA | PUNJAB
SSA OFFICE, BIKANER | BIKANER | RAJASTHAN
SSA OFFICE, CHANDIGARH | CHANDIGARH | PUNJAB
SSA OFFICE, DEHRADUN | DEHRADUN | UTTARANCHAL
SSA OFFICE, FARIDABAD | FARIDABAD | HARYANA
SSA OFFICE, FATEHPUR | FATEHPUR | UPEAST
SSA OFFICE, GHAZIABAD | GHAZIABAD | UPWEST
SSA OFFICE, GMCENTRAL | PUNE 411 041. | PUNE
SSA OFFICE, GODHRA | GODHRA | GUJARAT
31 Entries found

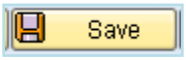
The back button  will enable the user to go back to the initial screen of legal case management.

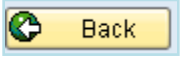
1.6.2 Maintain: This screen will enable the user to change the BSNL Executive Details like Executive designation, contacts etc present in database.


System
Help
Lawyer/Legal Firm Master - Maintenance
Lawyer/Legal Firm Master - Maintenance
Search Layer/Legal Firm
Office Name:
Search
Office Code
Office Name
Lawyer Co...
Lawyer/Legal Firm
Address 1
5000 CORPORATE OFFICE 1 MR. CHANDEEP SINGH B-324
6001 CIRCLE OFFICE, HARYANA 1 MR.JESVIN RAJ C-888
6002 CIRCLE OFFICE, PUNJAB 1 MR.PRAVEEN MONDAL Y-888
6003 CIRCLE OFFICE, RAJASTHAN 1 MR.REDDY KRISHNAN T-050
6004 CIRCLE OFFICE, UPEAST 1 MR.RAM MUKESH R-113
6005 CIRCLE OFFICE, UPWEST 1 MR.AGARWAL SINGH W-677
6006 CIRCLE OFFICE,UTTARANCHAL 1 MR.RAKESH VEENA F-101
6007 CIRCLE OFFICE, GUJARAT 1 MR.MANISH VERMA B-11
6008 CIRCLE OFFICE, PUNE 1 MR.PAUL RAJ D-678
6009 CIRCLE OFFICE, KARNATAKA 1 MR.RAJU KUMAR A-99
7001 SSA OFFICE, AMBALA 1 MR.PAWAN YADAV Y-676
7002 SSA OFFICE, FARIDABAD 1 MR.RAMESH NATRAJAN YRT-7676217
7003 SSA OFFICE, GURGAON 1 MR.GEORGE TYT-865783265
7004 SSA OFFICE, BATHINDA 1 MR.PRAKASH BISWAL KM-7641641
Create
Save
Back

This screen has three buttons.

- 

- 

- 

1.6.2.1 Create: click on create button a pop-up will appear.

User can enter a Office Name, Exec. Designation, Contact and Email .

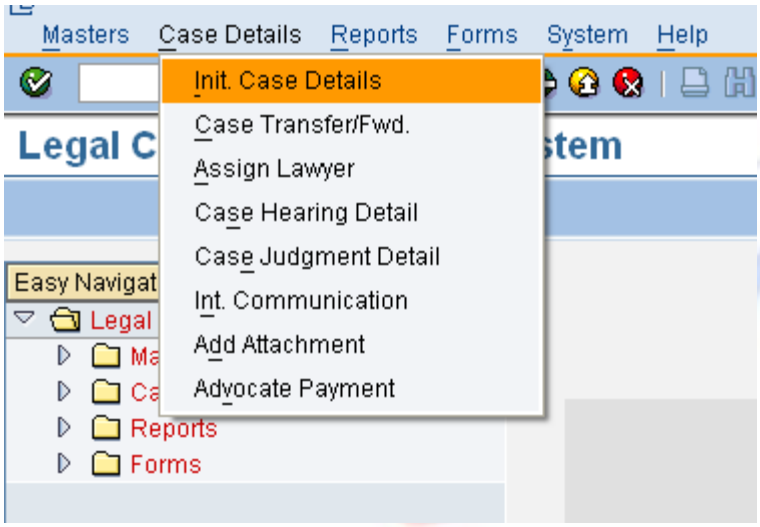
- Office Name AND Lawyer/Legal firm is mandatory.
- Fill all the input fields and click on save a new record is created in the database table.

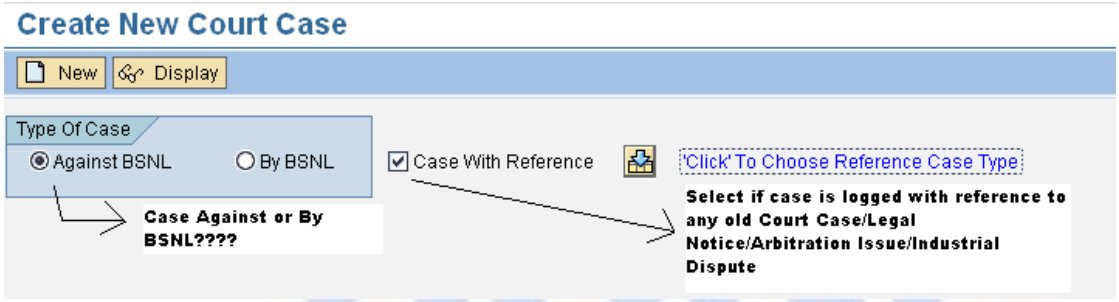
1.6.2.2 Save: If the changes were made for the BSNL office details like address, city, state, contacts etc then click on save button the changes are saved in database table.

1.6.2.3 Back: Same functionality as explained earlier.

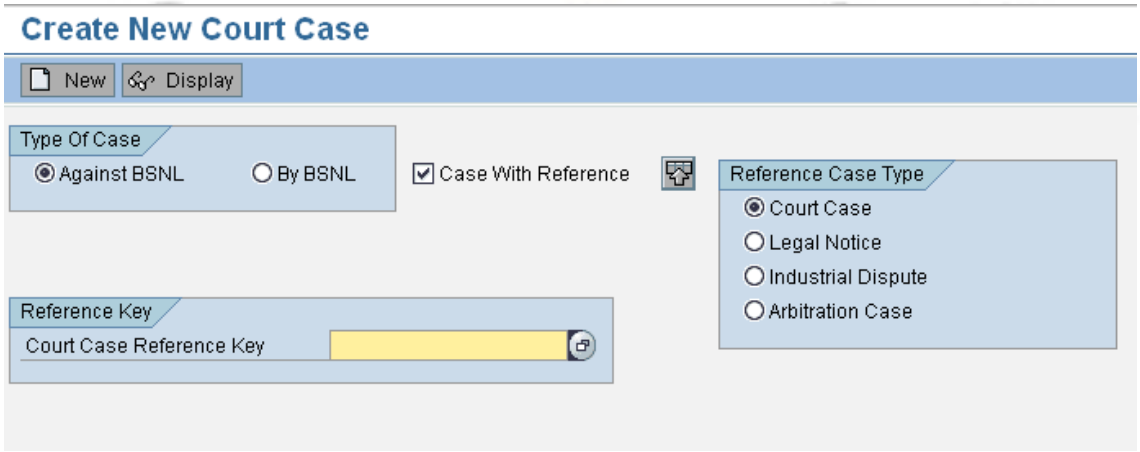
2. Case Details

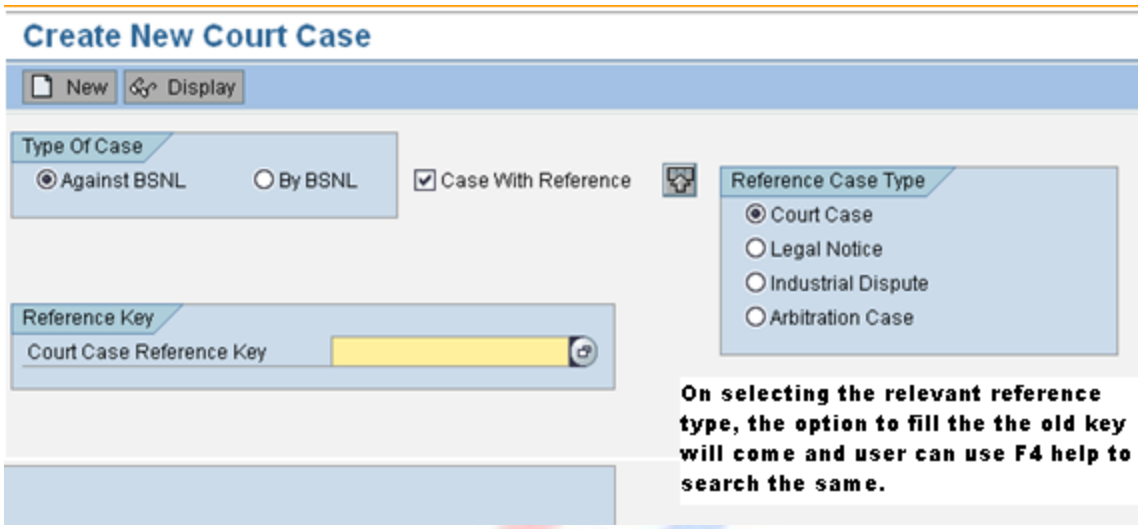
2.1 Initial Case Details




Create New Court Case
New
Display
Type Of Case
Against BSNL
By BSNL
Case With Reference
'Click' To Choose Reference Case Type
Case Against or By BSNL????
Select if case is logged with reference to any old Court Case/Legal Notice/Arbitration Issue/Industrial Dispute

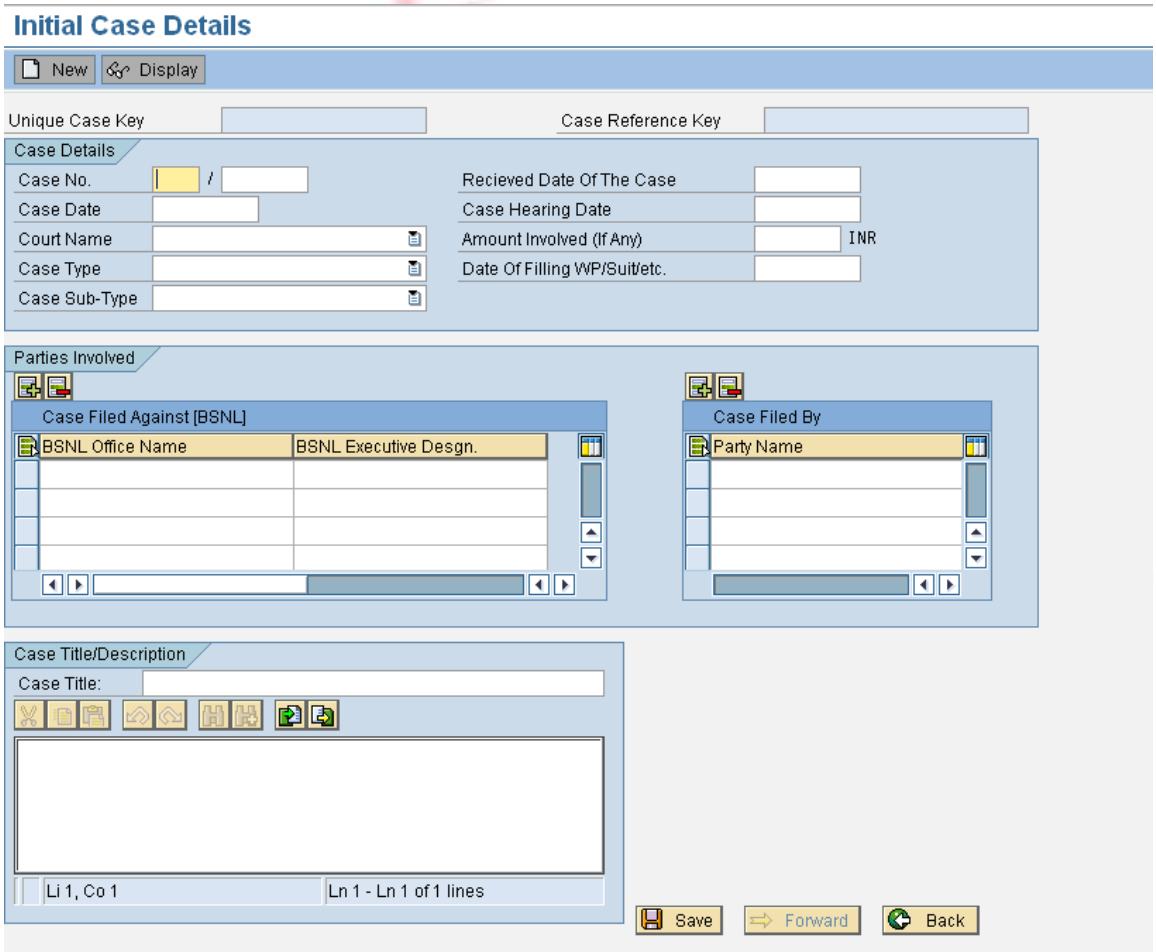
On clicking the button, the option to select the reference type will appear as below.





On pressing the new button

below screen will appear where user can enter the details of the new case.

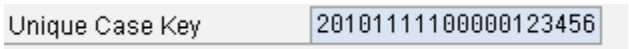


Following field has to be filled in above screen:

Field Name	Input Option	Description
Case No.	Mandatory Field	This is the court case number given by the court in (Year/Case Number) format.
Case Reference Key	Automatic	Will come automatically if this option is selected on previous screen
Case Date	Mandatory Field	This will be date when the case was logged into the court. Can be selected by pressing F4 or Help Button.
Received Date of the Case	Mandatory Field	This date is one when the letter from the court was received in BSNL Office
Case Hearing Date	Optional Field	Hearing date will be filled here if given by the court.
Court Name	Mandatory Field	This is to be filled using F4 help or by pressing Help Button.
Amount Involved (If any)	Optional Field	If any amount is involved in court case, that value has to be filled here.
Case Type	Mandatory Field	Case Type has to be filled using F4 help or by pressing Help Button.
Case Sub Type	Mandatory Field	Sub type has to be filled using F4 help or by pressing Help Button.
Date of filling WP/Suit/etc	Optional Field	This date has to be filled if given on the letter from the court
Case Title	Mandatory Field	A title of the case has to be given by the user
Description	Mandatory Field	A small description of the case has to be filled by the user
Party Involved 2. BSNL Office Name and BSNL Executive Desgn.	Mandatory Field	First BSNL Office Name has to be selected by pressing F4 key/Help Button and then if we press the same help in BSNL Executive Designation field, the respective officers of that selected BSNL Office will appear and we can select the same. These officers are the party in court case. User can fill any number of offices and officer here
Party Involved 2. other Party	Mandatory Field	In this field also user can fill up any number of entries. This is the other part (Non BSNL) who has logged the case against BSNL or against whom BSNL has gone to the court.

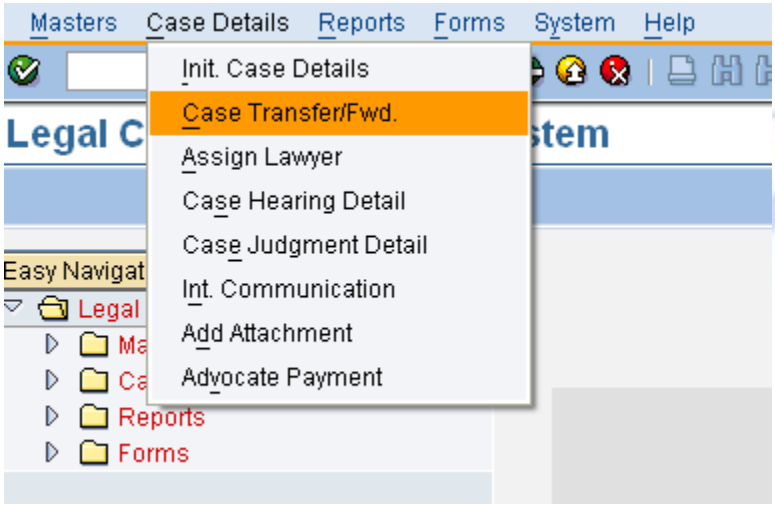
After entering the correct values once user will press SAVE button, the bellow message will appear in bottom.

Also the Unique case key will be generated automatically. E.g.

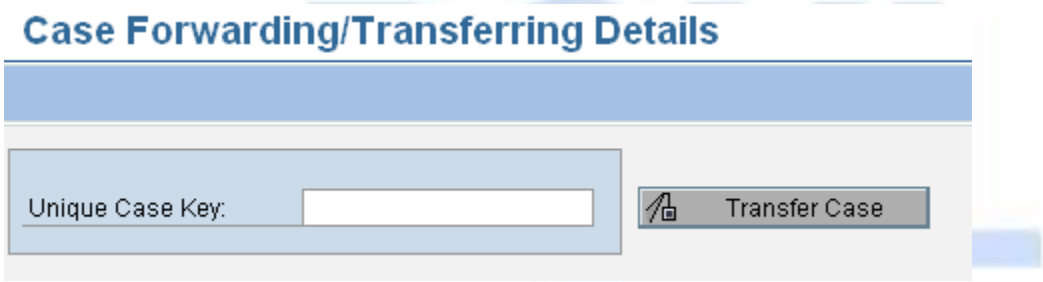


2.2 Case Transfer (Optional)

Now if the BSNL office where the details have been entered into the system is not the relevant party to address the case, he can forward the same to the concerned party using the below option in main screen (T-code ZLEGAL)



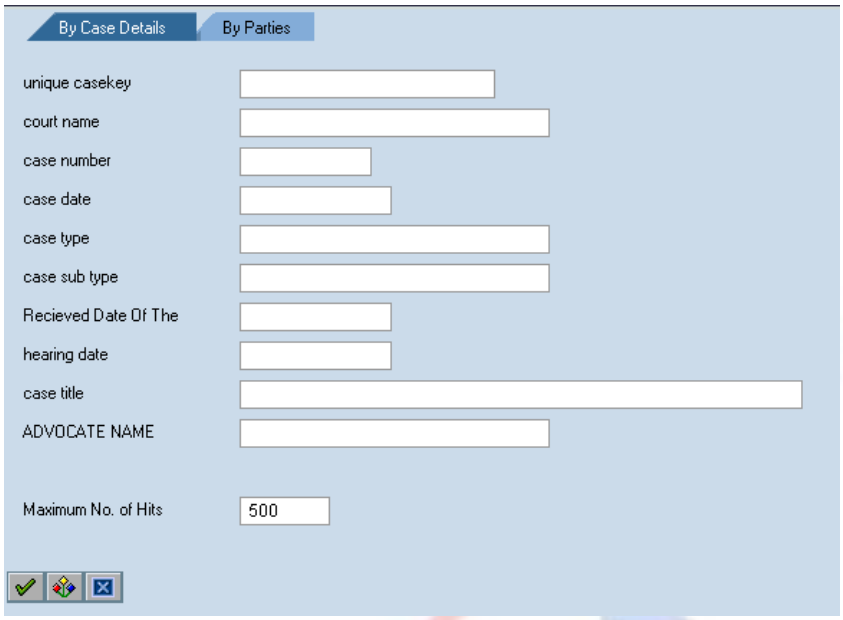
On selecting the above option “Case Transfer/Fwd” the below option will appear on user’s screen.

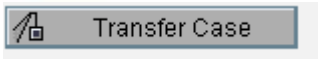


User can search the Unique case key by pressing the F4 button in field area or Help Button . He can search the desired case key based on any of the below criterion.

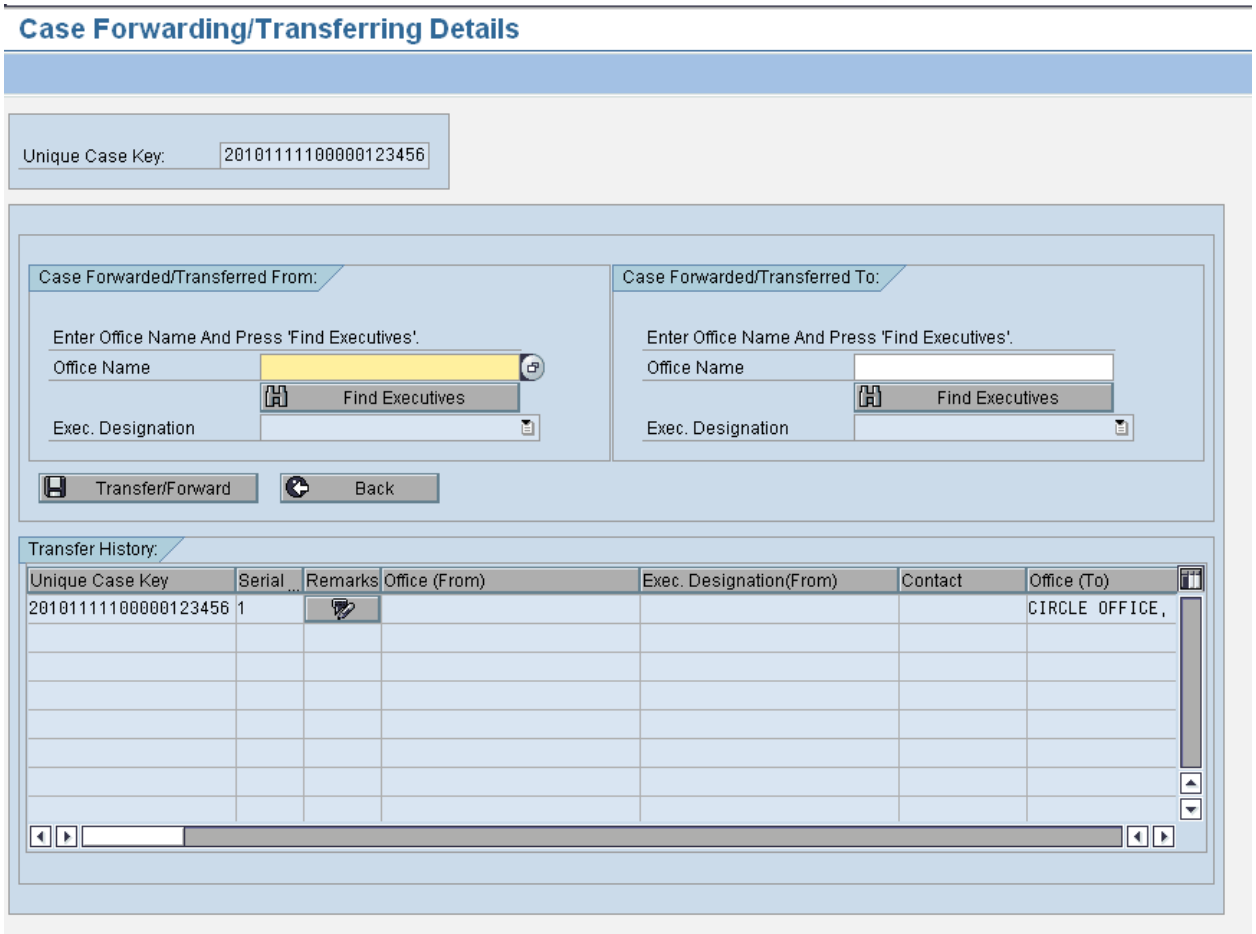
Unique case key, Court Name, Case Number, Case Date, Case Type, Case sub Type, Received Date, Hearing Date, Case Title, and Advocate Name (once assigned).

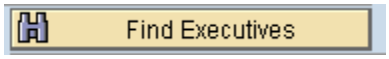
A pop-up screen as below will appear on pressing F4 help.



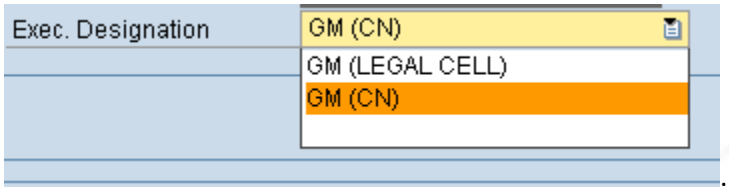
After selecting, the correct key user has to press 

button and below screen will appear on his system.



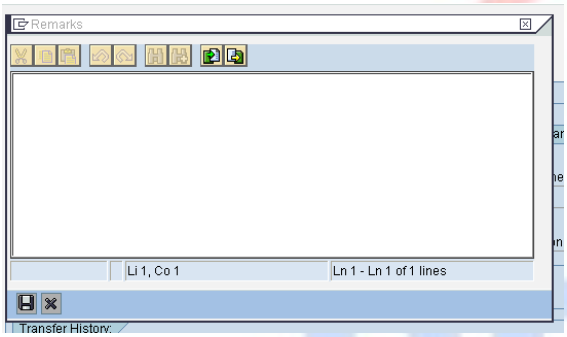
In this screen, user has to select “Case Transferred From” and “Case Transferred To” options (BSNL Offices and their respective Officer Designation). After selecting the BSNL Office name user has to press, 

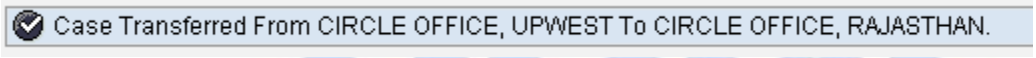
button and he can the then select the executive designations from drop down list as below.



After filling the above details correctly once user will press the

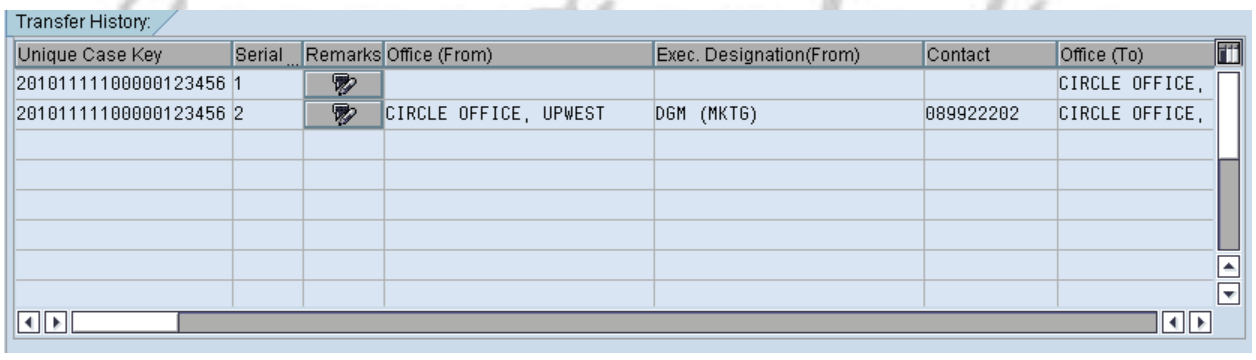
button a window for the remarks will open where he can put his transfer remarks.



On pressing the on this screen after putting the remarks a message will come in bottom as 

(example).

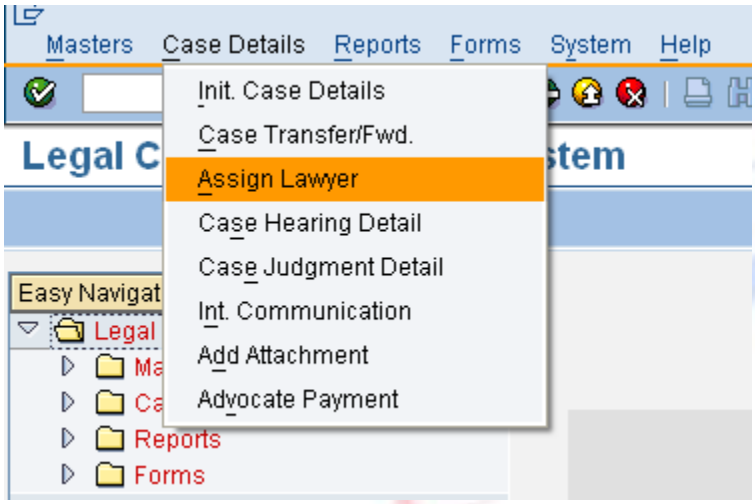
Once user will come again into the Transfer/Forward option he can see the history of the case transfer in bottom. On pressing
button on each line, he can see the respective remarks also.



A case can be transferred any number of times until it reach to the relevant office/officer.

2.3 Lawyer/Legal firm Assignment

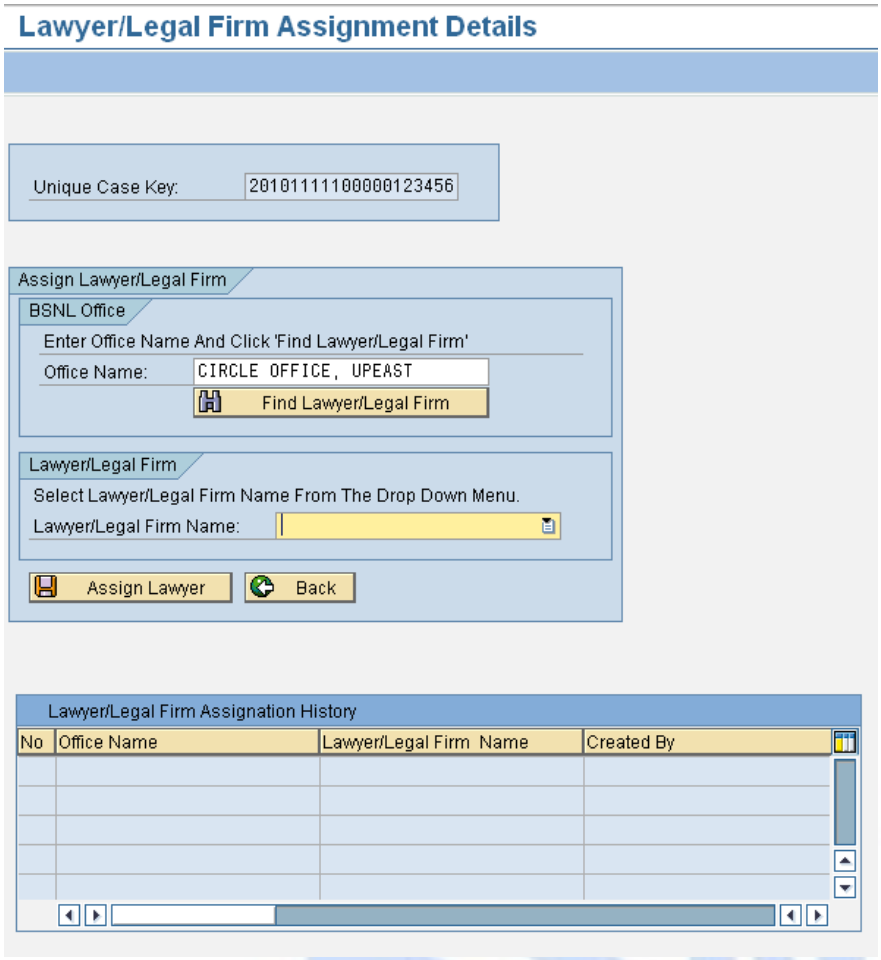
Once the case will reach to its relevant office advocate assignment will be done using the Advocate Master data. Below option is to be used for the same:



On selection the “Assign Lawyer” option below screen will appear.

User will search for the relevant Case Key and then will select the relevant office name from where the lawyer has been actually assigned. After selecting the Office he will press

button and below screen will appear:



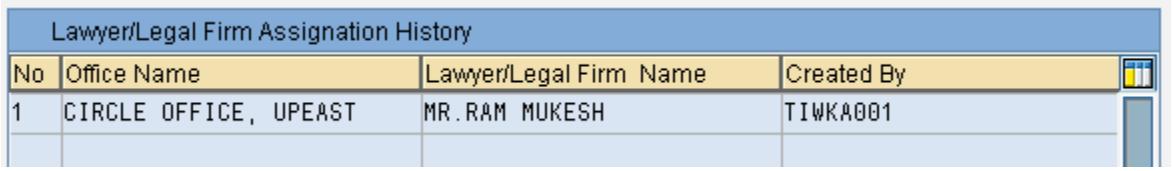
He can select the concerned lawyer name from the drop down. (If name does not exists here, he has to first add that lawyer's name in Lawyer/Legal Firm master).

On pressing the

the lawyer will be assigned to the system. And a message at the bottom will appear as

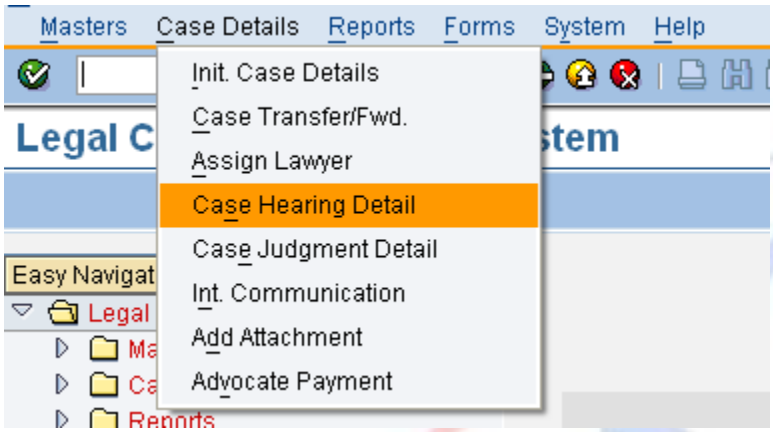
.

Once user will come again into lawyer assignment screen he can see the history of the Lawyer/Legal firms assigned to the case.

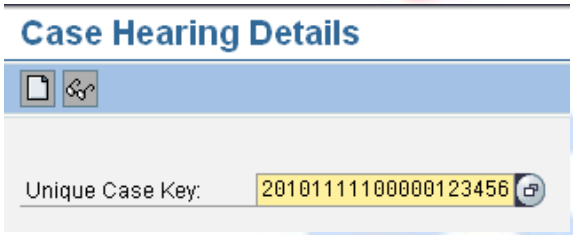


2.4 Case Hearing Details

After the assignment of Lawyer/legal Firm the heraing details has to filled into the system using below option.



On pressing the “Case Hearing Details”, option below screen will appear.



Case key will have to be selected again by using F4 button. After pressing the button user can put the hearing details on below screen. In this screen user has to fill below fields:

“Contempt of the Court --- Yes/No” ,

“Judgment Given --- Yes/No”

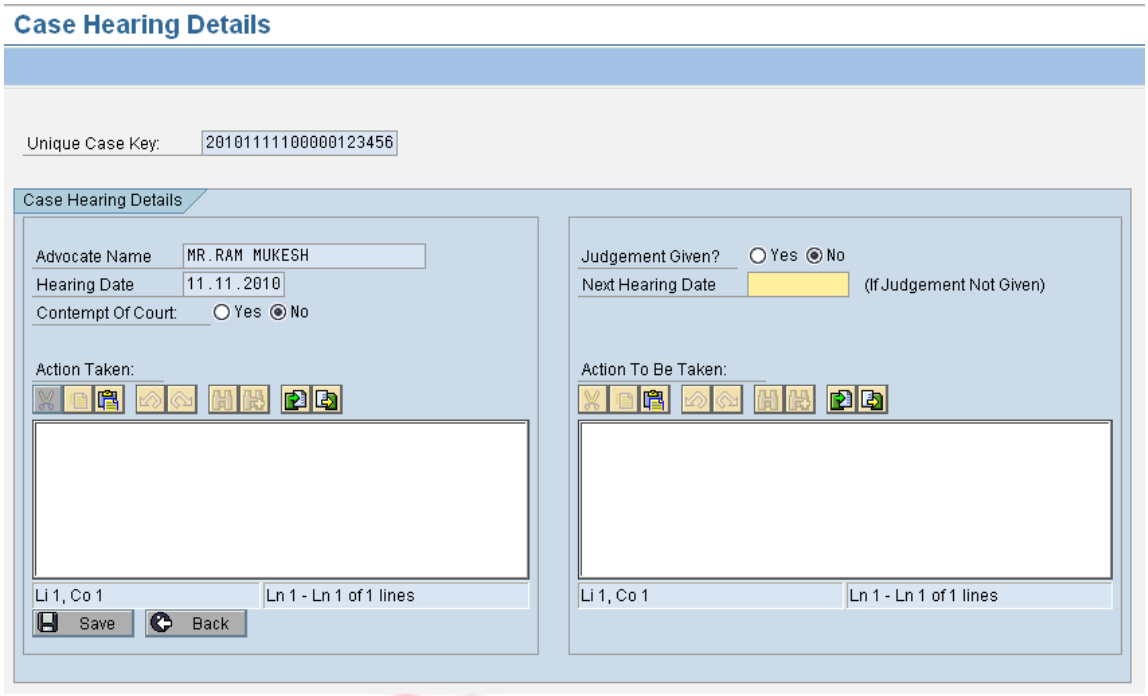
“Next Hearing Date” (if Judgment is No)

“Action taken” (on current hearing date)

“Action to be taken” (on next hearing date)

After pressing the save button the details will be updated into the system and a message will appear in bottom as below.

(example)

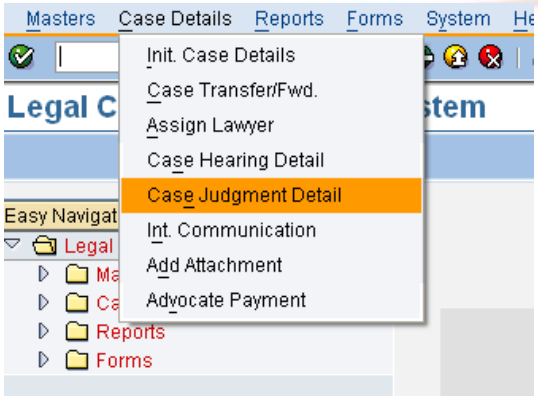


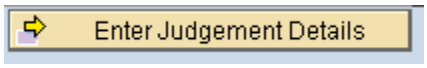
User can see the history of all the hearing dates of a case by pressing the button on initial screen of "Case Hearing Details" after selecting the unique case key. This history will show all the "action taken" and "action to be taken" options on each hearing day on pressing button.

Lawyer/Legal Firm	Hearing Date	Action Taken	Next Hearing Date	Action To Be Taken	Contempt	Judgement
MR.JESVIN RAJ	29.04.2010		02.05.2010		☐	☐
MR.JESVIN RAJ	02.05.2010				☐	☑

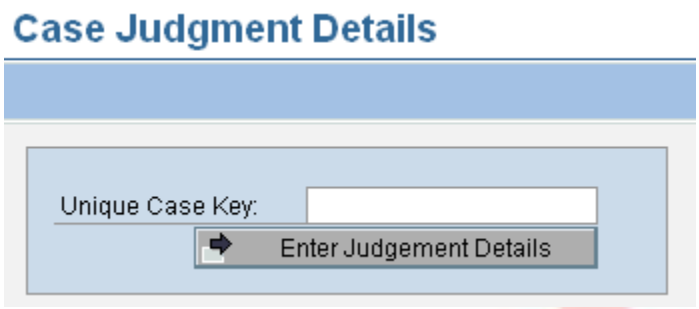
2.5 Case Judgment Details

After the last hearing date when the judgment has been announced the judgment details has to be filled into the system using the option as below.

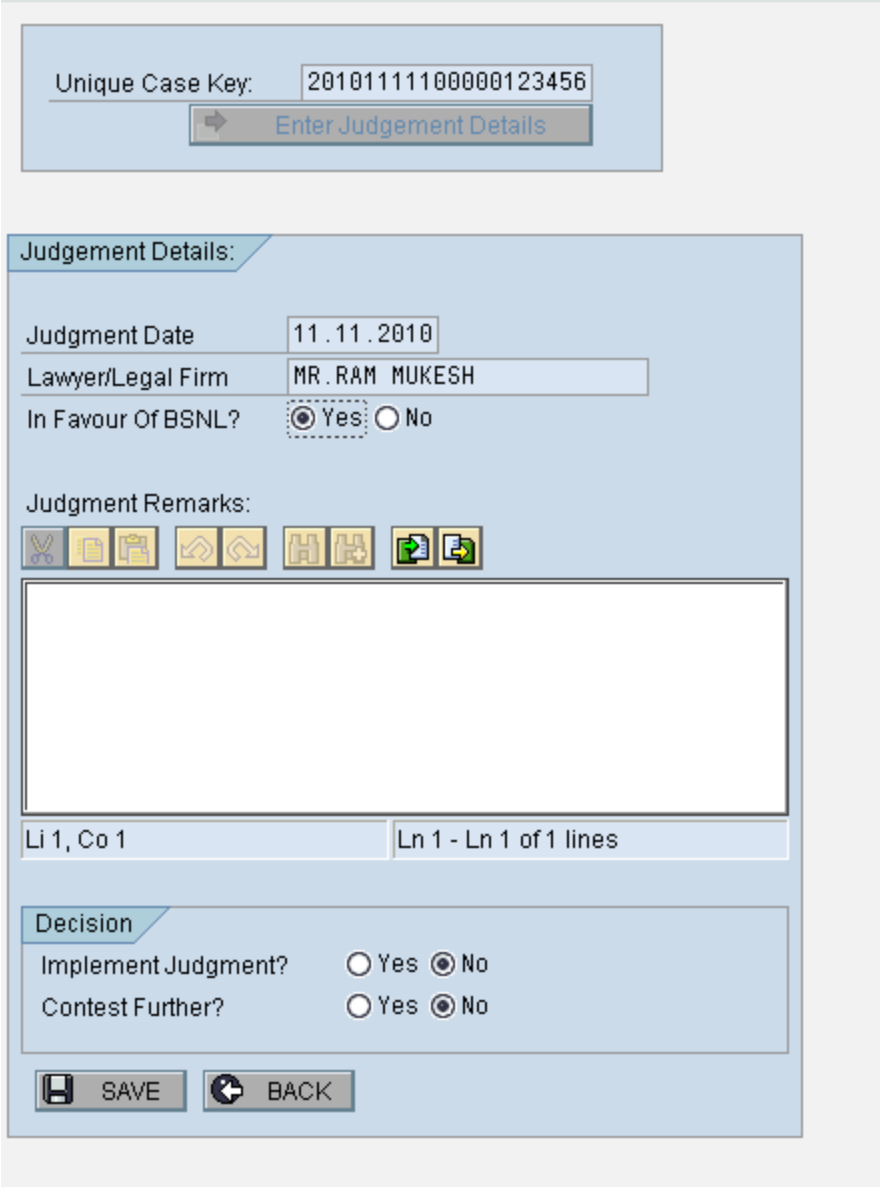


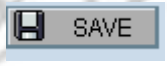
The judgment details screen user has to select the appropriate case key and then has to press 

button to enter the judgment details.

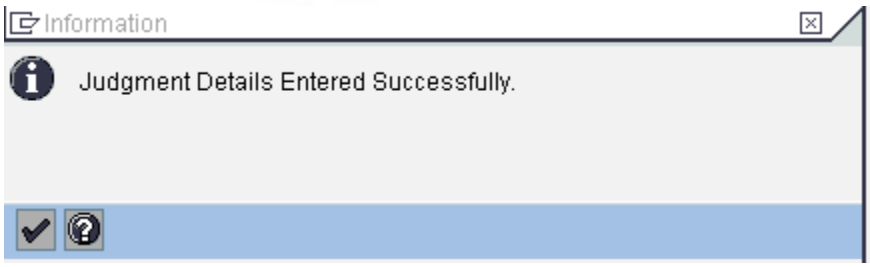


Below screen will appear on pressing the button to enter the details.

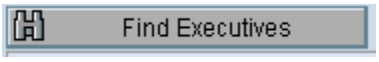


Here user has to select the option whether the judgment is in favor of BSNL or not? And then has to put the judgment remarks. Then he can save the data by pressing 

button. Below message will appear as pop up then.



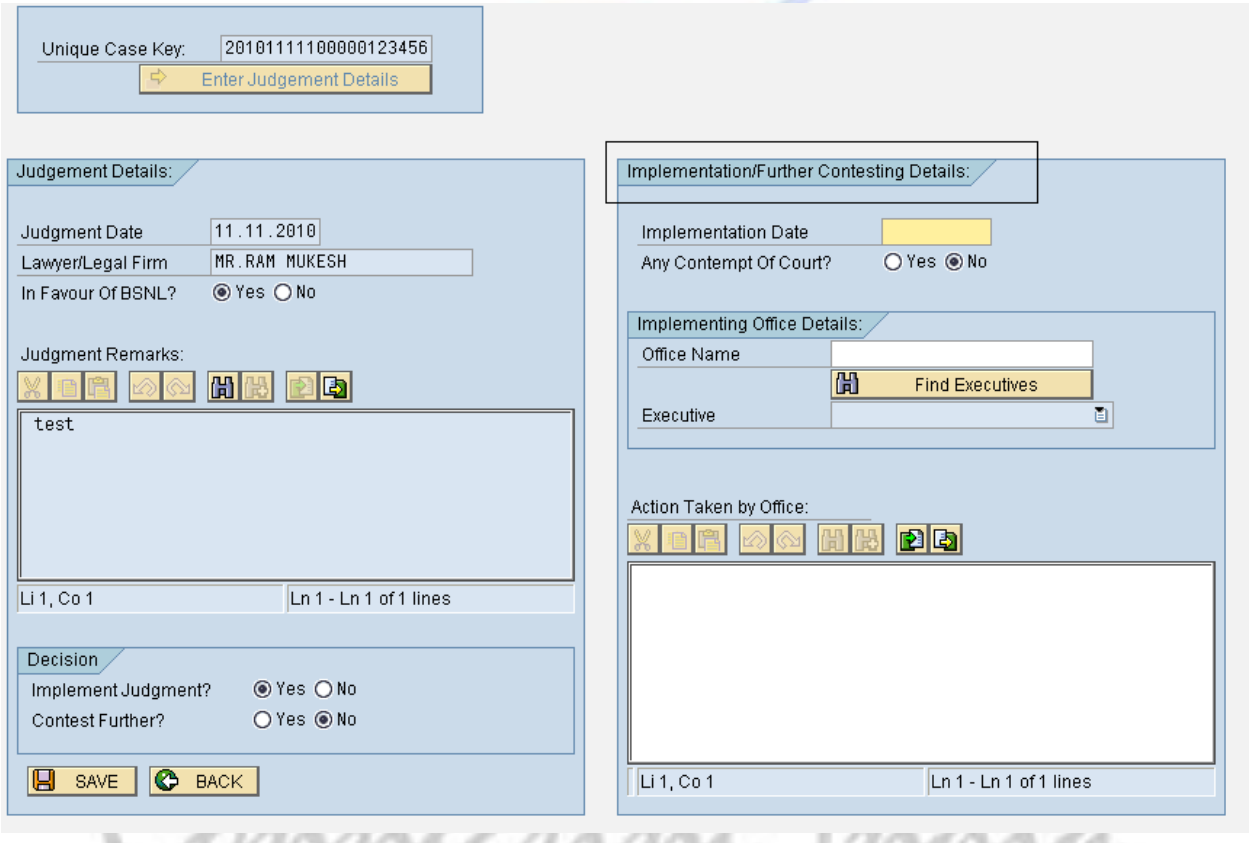
Finally user will select the either of option “Implement Judgment—Yes/No” or “Context further—Yes/No”. For this he need to come again in judgment screen.

If he selects “Implement Judgment?” as “YES” following screen will appear and he has to fill-up the implementation date (using F4 help), “Any Contempt of Court---Yes/No”, BSNL Office name implementing the judgment (Using F4 help), Respective Executive name by pressing the 

button and Action taken remarks.

Finally, user has to save the data using the

button.

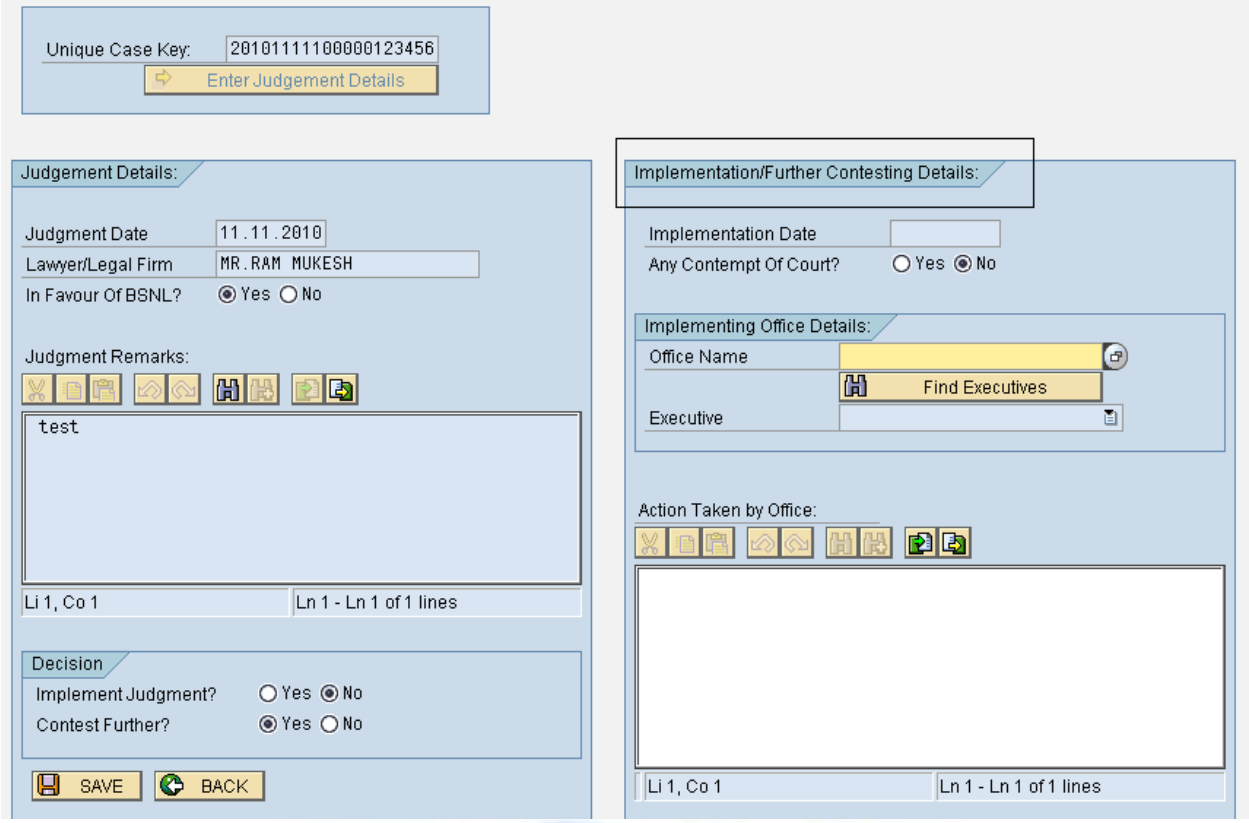


If he selects “Context Further?” as “YES” following screen will appear and he has to fill-up the “Any Contempt of Court---Yes/No”, BSNL Office name (Using F4 help), Respective Executive name by pressing the

button and Action taken remarks.

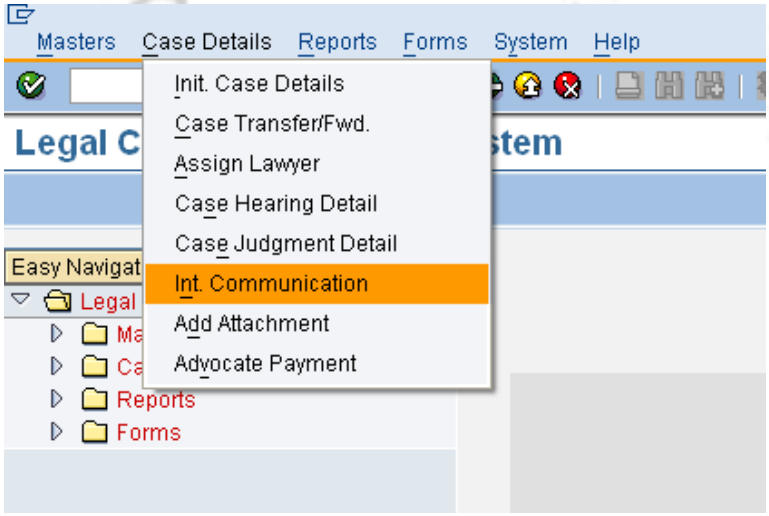
Finally, user has to save the data using the

button.

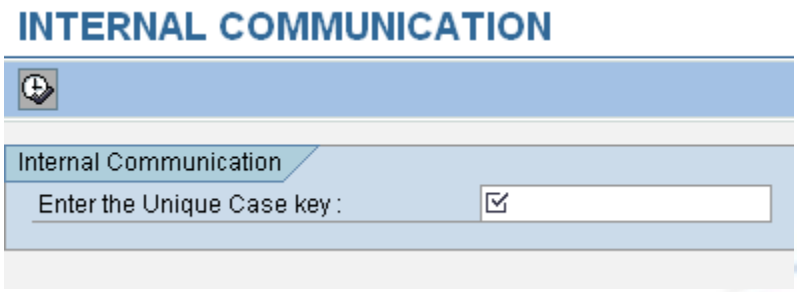


2.6 Internal Communication

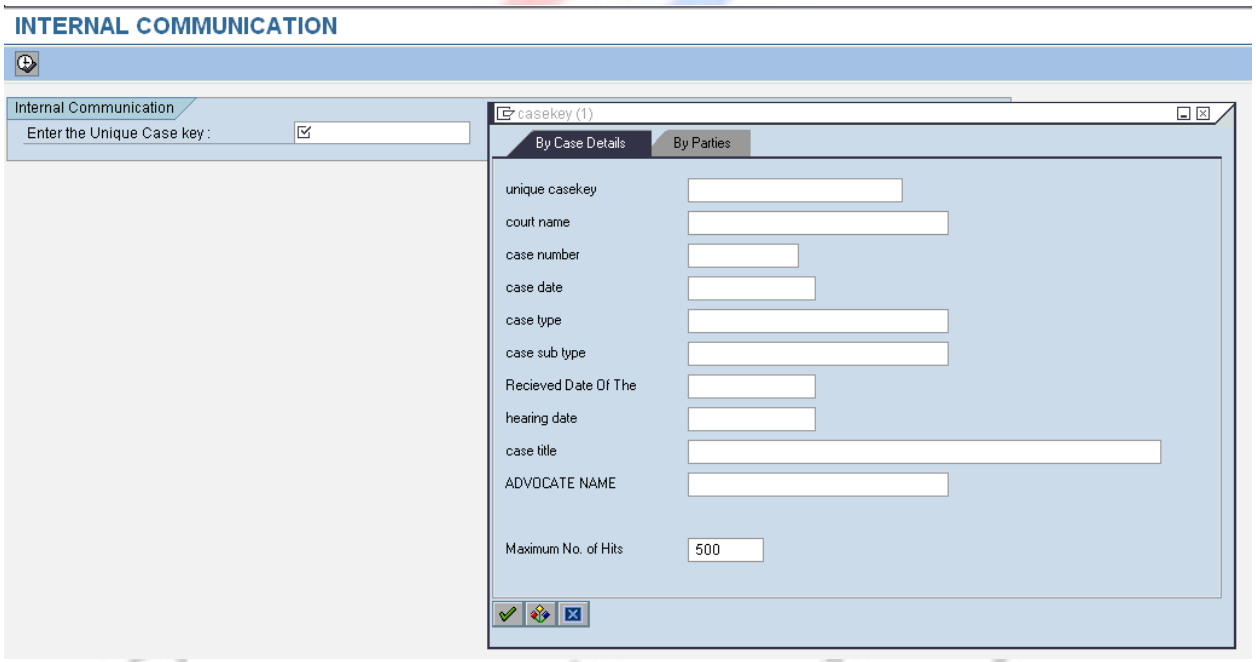
This option can be used for the communication between two different BSNL Officials. Below option on main screen of legal case management (ZLEGAL).



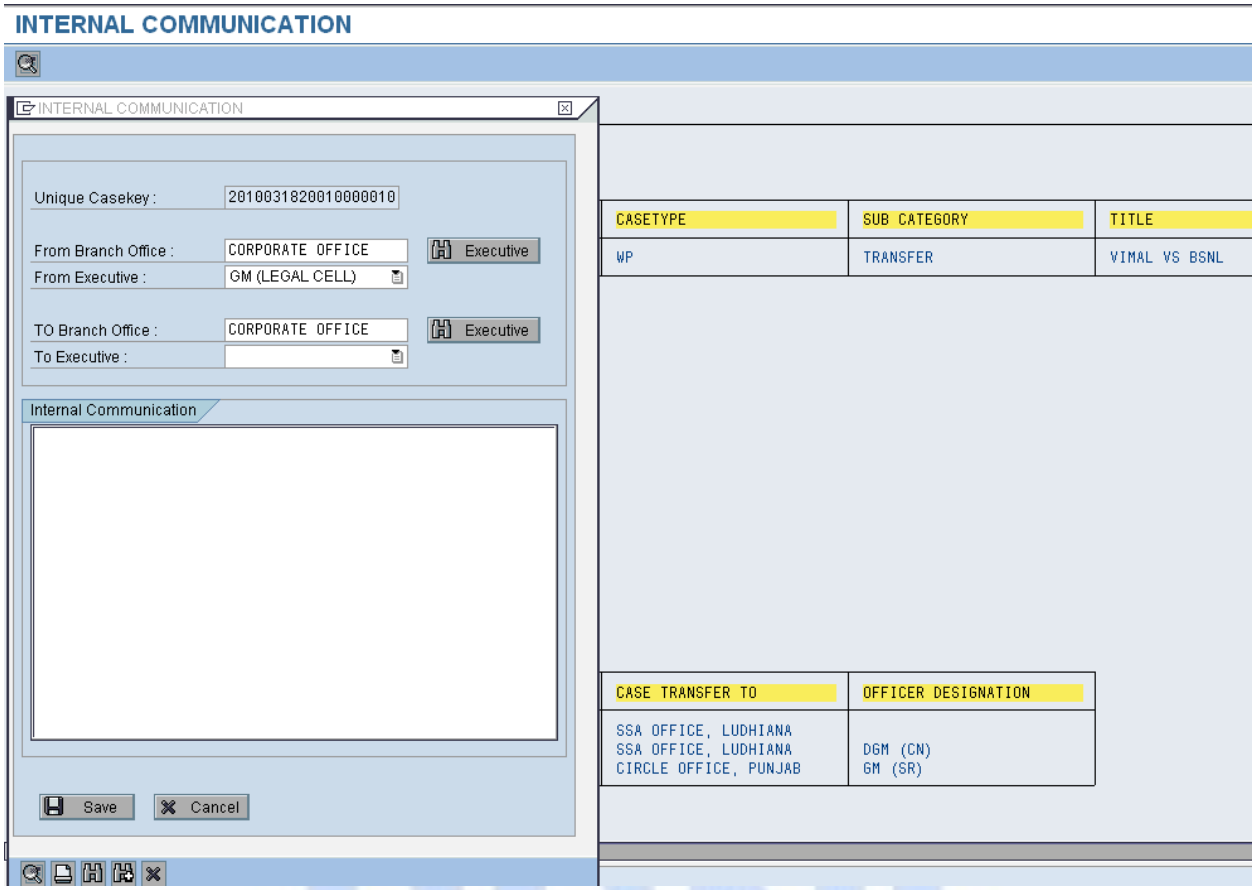
On selecting the above option user will reach to the main screen of Intercommunication.



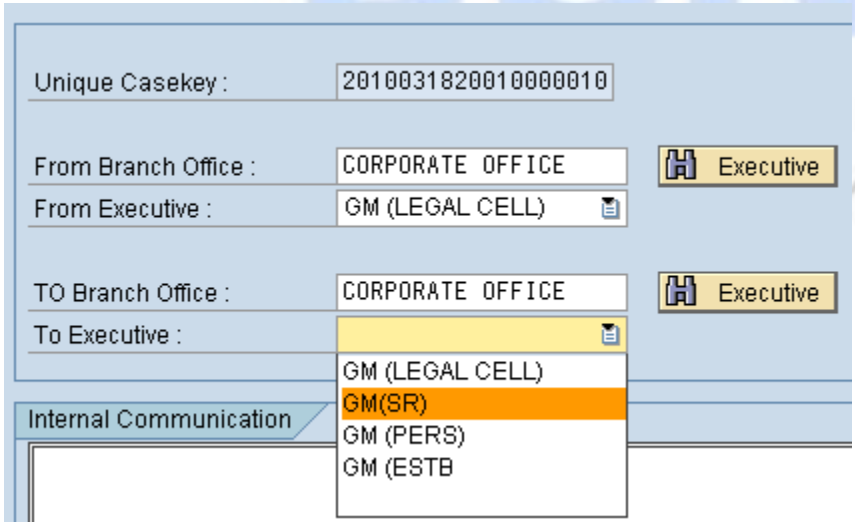
Here he needs to select the unique case key (using F4 help) for which he want to communicate with others. Once relevant key will be selected, he has to press Execute button .

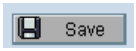


After executing a detailed report of that case will be generated. User has to DOUBLE CLICK on that report (anywhere on screen) and a pop-up message will appear as below.



Here he has to first select the "FROM BSNL Office"(Using F4 button) and then the respective "Officer" (after pressing the Executive button and then selecting the appropriate one from drop down). The same exercise is to be done for "TO BSNL Office" and "Officer".

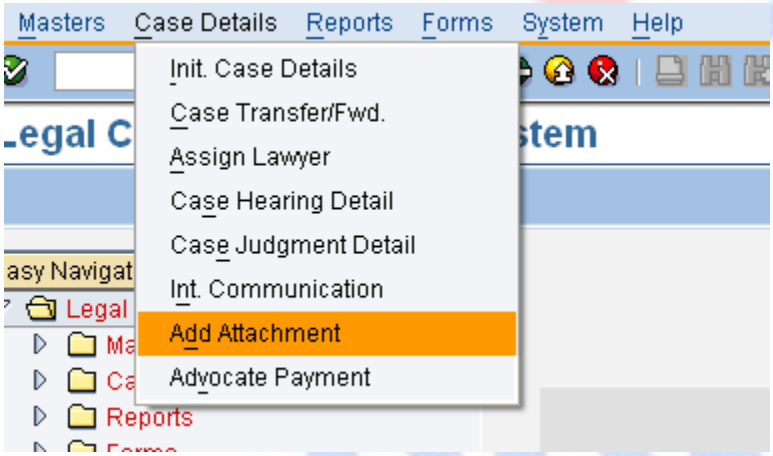


Once user will select the correct officers (both From and To) he has to write the message in Internal communication text box and press the 

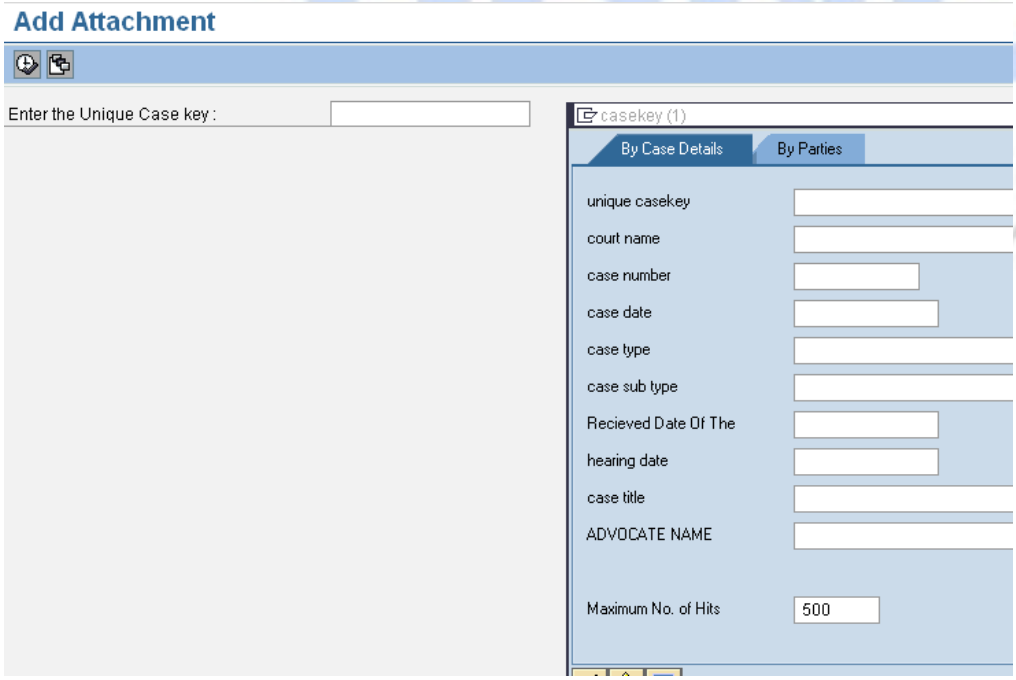
button. The mail will be send to the respective officer automatically.

2.7 Add Attachment

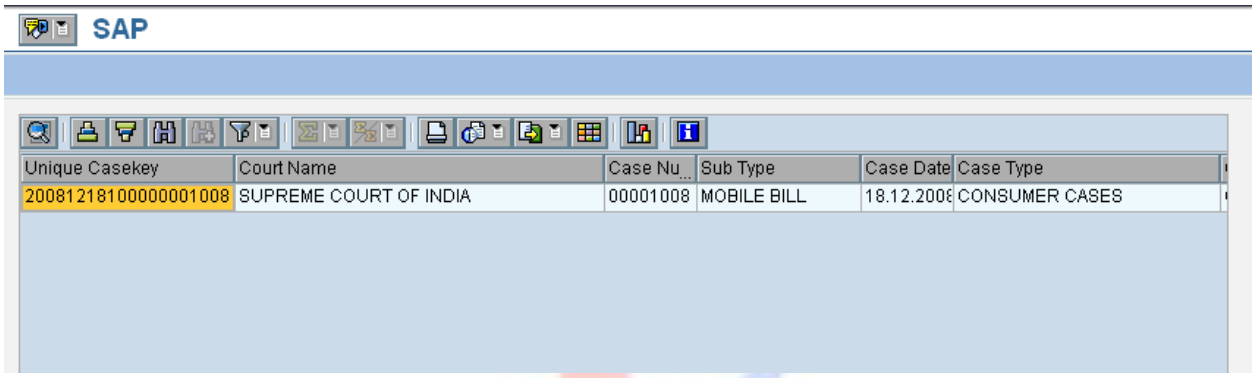
In this option user can attach any document with the court case details into the system and that can be seen by others also.

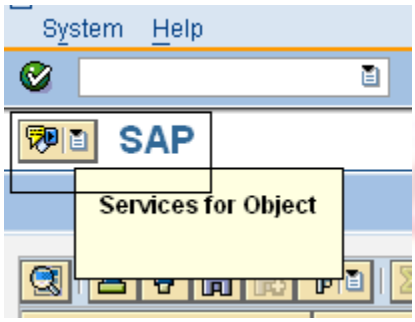


On selecting this option he will be first asked to select the unique case key for which he want to attach the document. This can be done using F4 help.

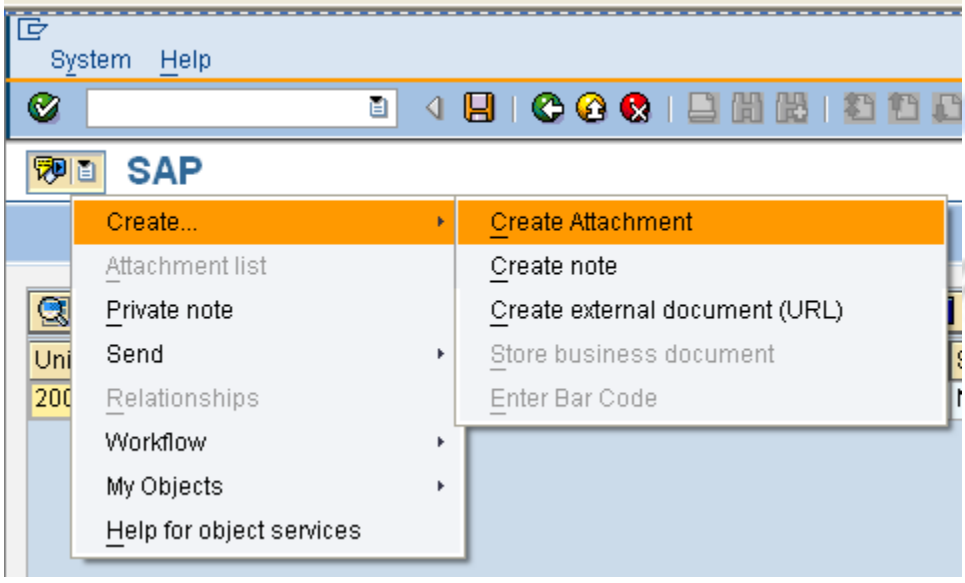


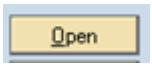
On selecting the proper case key user has to press button and below screen will appear.



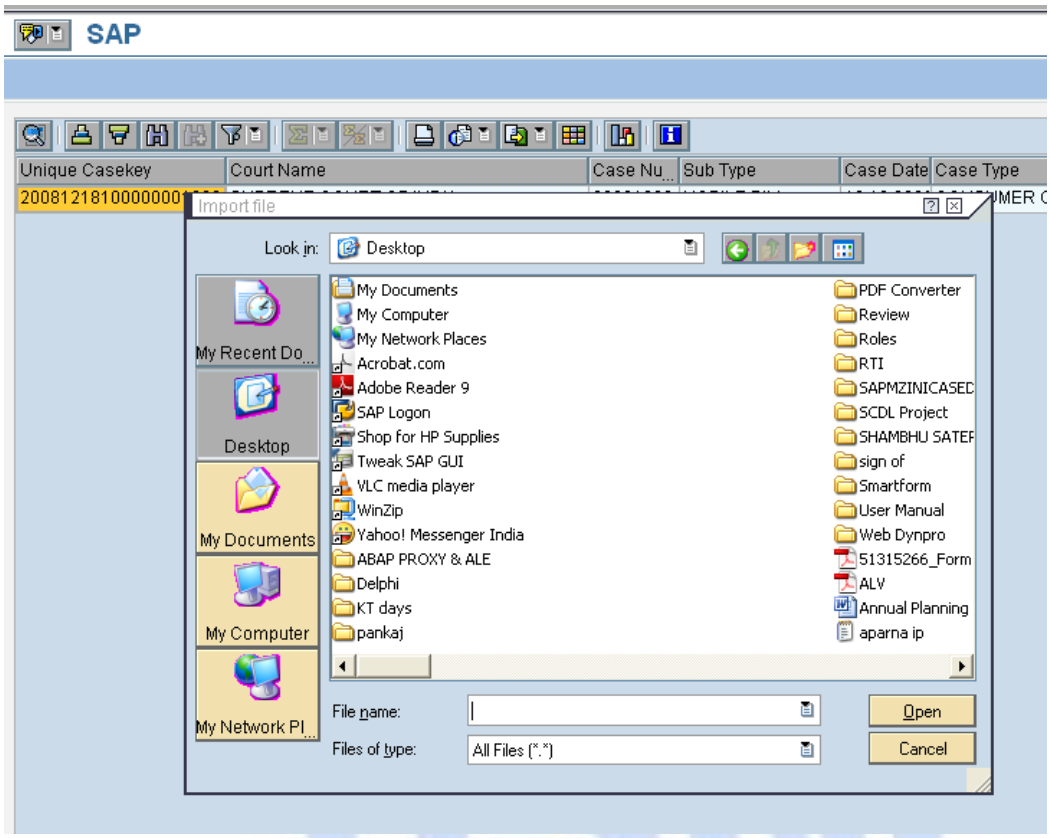


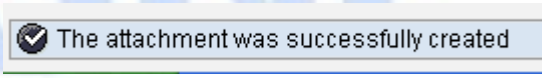
On pressing the button he will get the below options. Out of these he has to select “Create Attachment” option.



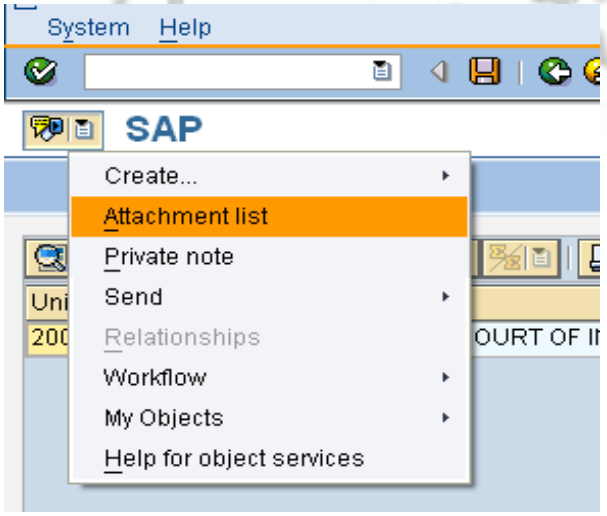
After that, a pop-up as below will appear where user can select any file which is present on his local Computer and press OPEN 

.

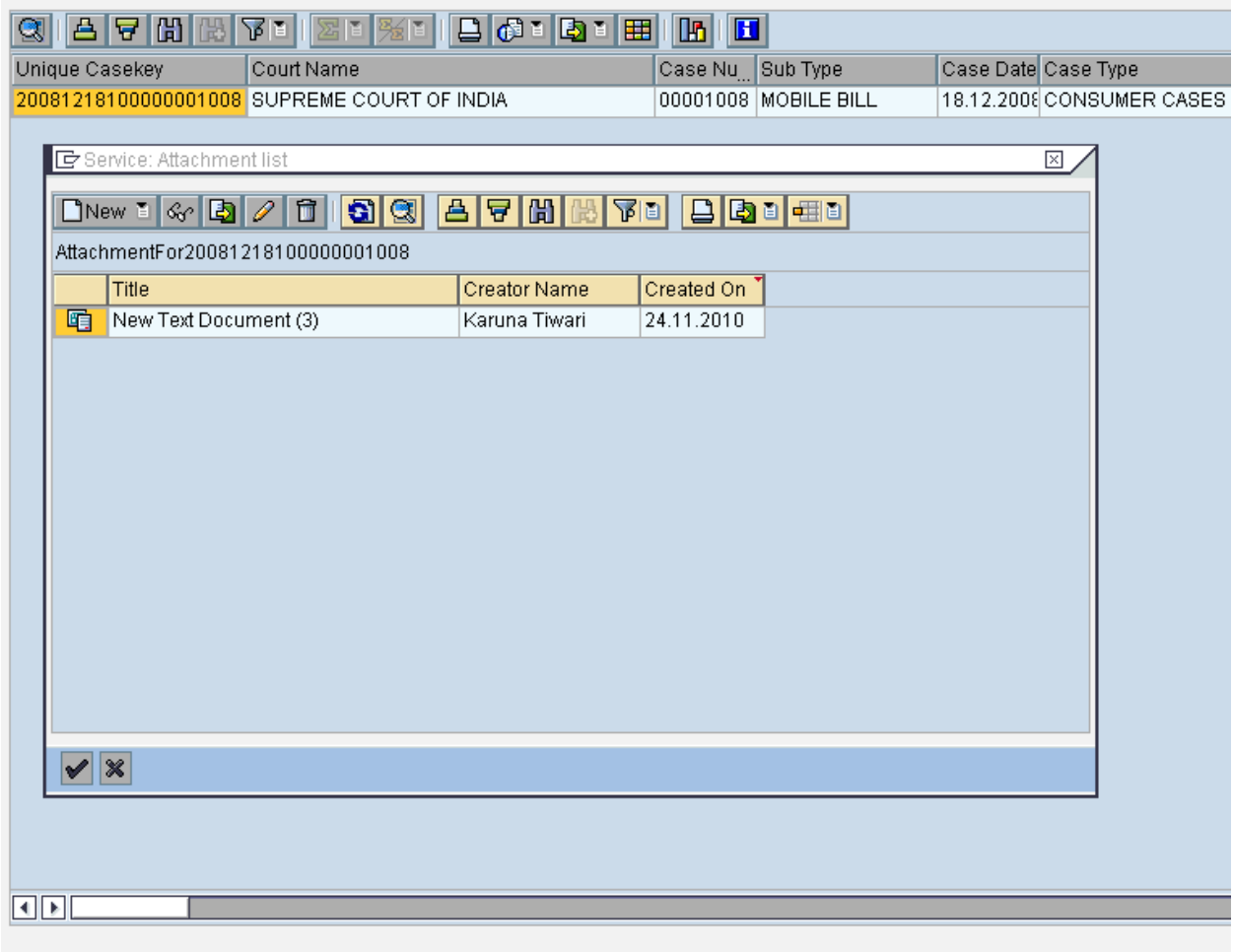


A message will come in bottom of the screen. 

He can then view the files which are attached to that Unique case key using below option

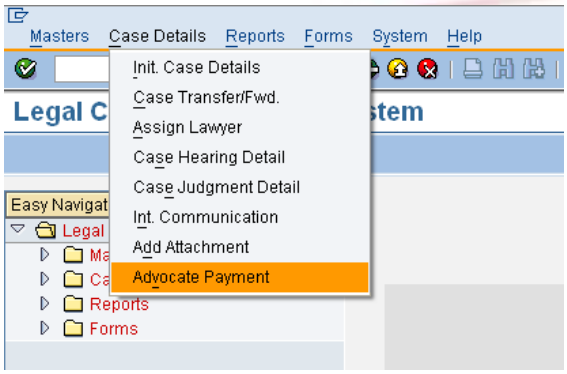


All the attachments will appear here and he can double click on them and can see the same.

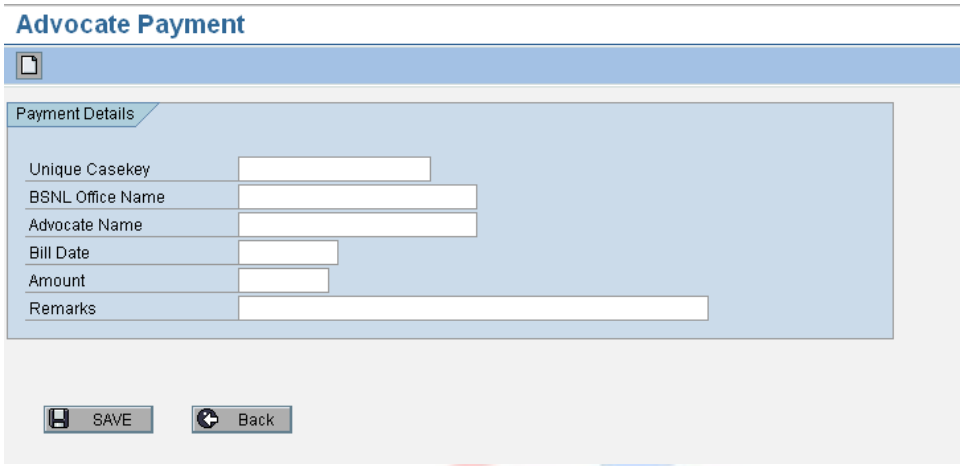


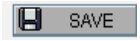
2.8 Advocate Payment

Below option will beused to enter the date related to the payments of the advocate for any case.

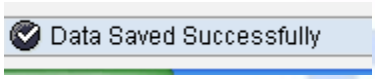


On selecting the above option following screen will appear where user has to select the unique case key (using F4 help) respective BSNL office name (using F4 help) Advocate name(using F4 help) Bill date (using F4 help), amount and the remarks.

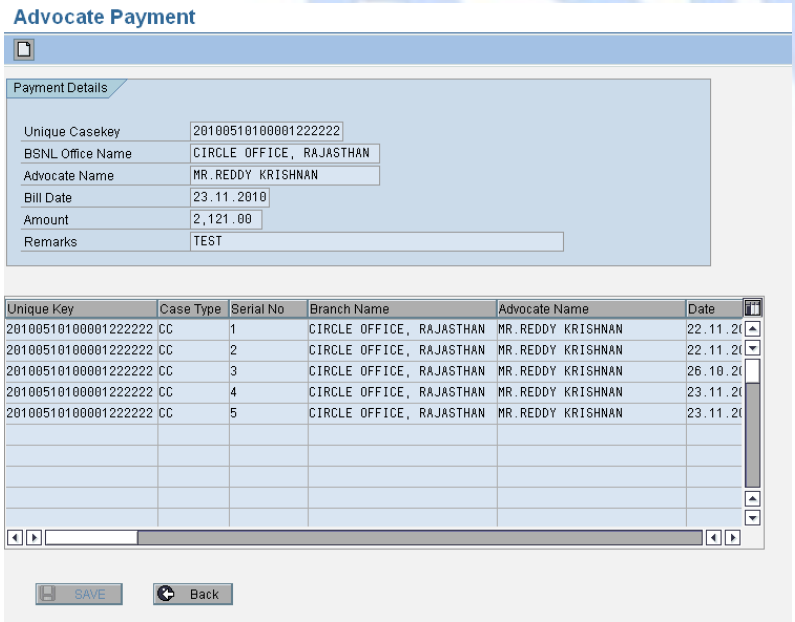


Once all data will be filled correctly, he has to press the 

button and a message will appear at bottom as follows.

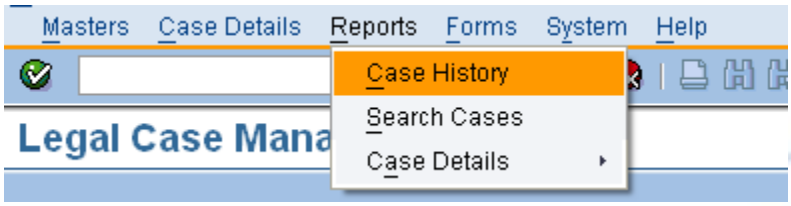


In addition to this message a history of all the payments made for that Unique Key will come as below.


Advocate Payment
Payment Details
Unique Casekey 20100510100001222222
BSNL Office Name CIRCLE OFFICE, RAJASTHAN
Advocate Name MR.REDDY KRISHNAN
Bill Date 23.11.2010
Amount 2,121.00
Remarks TEST
Unique Key | Case Type | Serial No | Branch Name | Advocate Name | Date
20100510100001222222 | CC | 1 | CIRCLE OFFICE, RAJASTHAN | MR.REDDY KRISHNAN | 22.11.2(
20100510100001222222 | CC | 2 | CIRCLE OFFICE, RAJASTHAN | MR.REDDY KRISHNAN | 22.11.2(
20100510100001222222 | CC | 3 | CIRCLE OFFICE, RAJASTHAN | MR.REDDY KRISHNAN | 26.10.2(
20100510100001222222 | CC | 4 | CIRCLE OFFICE, RAJASTHAN | MR.REDDY KRISHNAN | 23.11.2(
20100510100001222222 | CC | 5 | CIRCLE OFFICE, RAJASTHAN | MR.REDDY KRISHNAN | 23.11.2(
SAVE
Back

3. Report

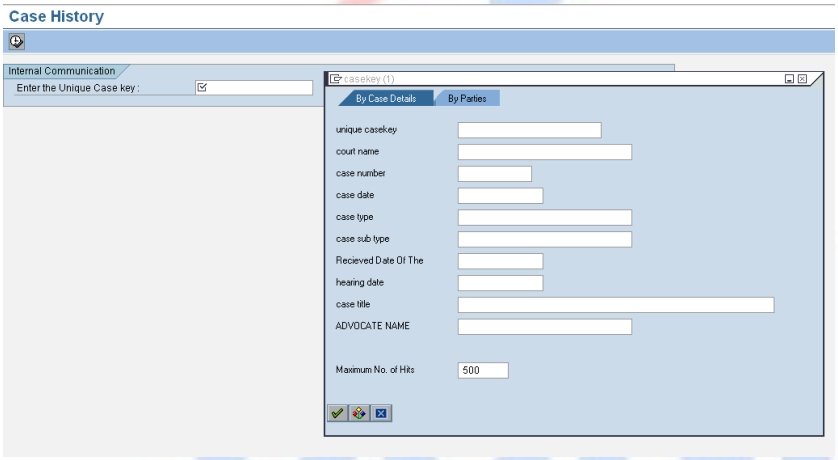
All the reports can be used using the option “REPORTS” showing as below.



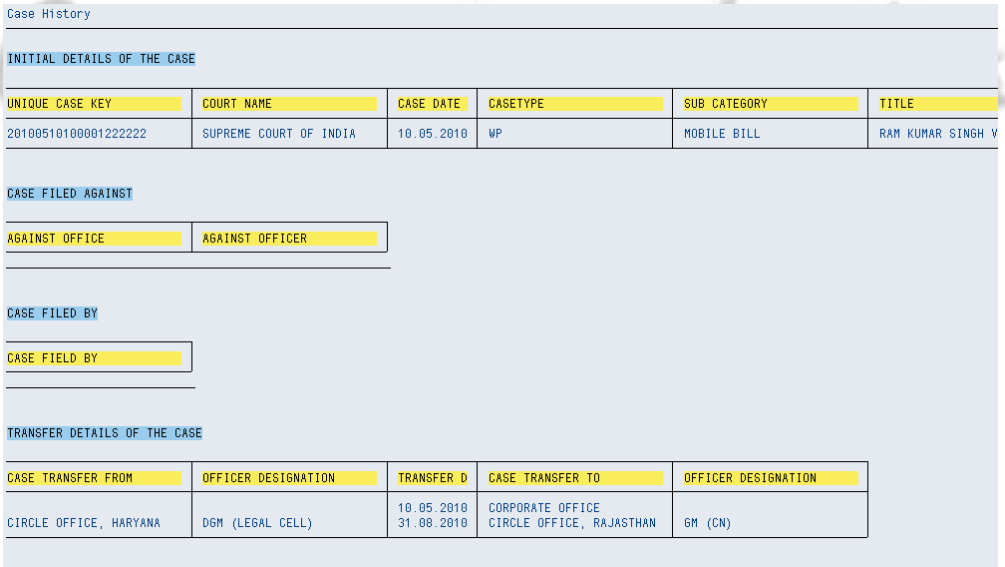
3.1 Case History

This report will show the history of a case right from the starting till end.

On clicking on the “Case History” a screen will open where user has to select the Unique Case Key (Using F4 help) for which he want to see the details.



After selection of the appropriate key, once user will click on the button the report will be displayed in below format.



Case History

INITIAL DETAILS OF THE CASE

UNIQUE CASE KEY	COURT NAME	CASE DATE	CASETYPE	SUB CATEGORY	TITLE
20100510100001222222	SUPREME COURT OF INDIA	10.05.2010	WP	MOBILE BILL	RAM KUMAR SINGH V

CASE FILED AGAINST

AGAINST OFFICE	AGAINST OFFICER

CASE FILED BY

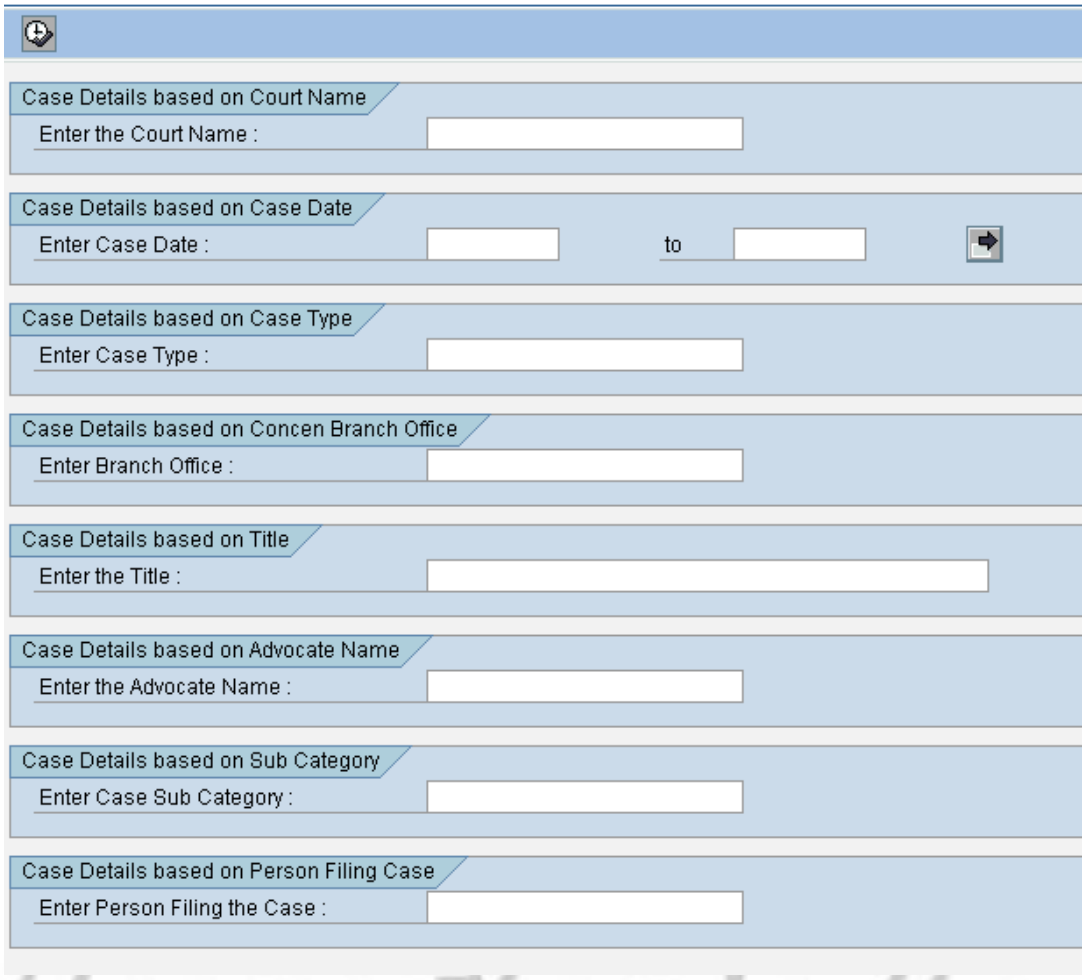
CASE FIELD BY

TRANSFER DETAILS OF THE CASE

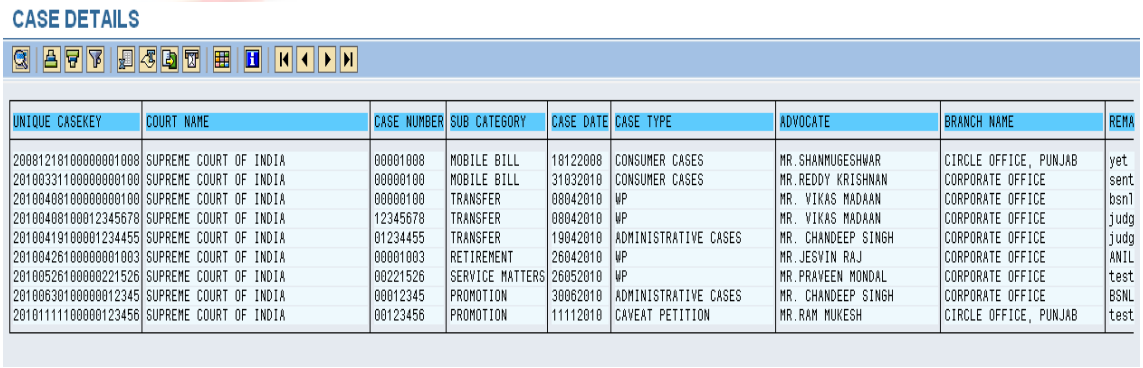
CASE TRANSFER FROM	OFFICER DESIGNATION	TRANSFER D	CASE TRANSFER TO	OFFICER DESIGNATION
CIRCLE OFFICE, HARYANA	DGM (LEGAL CELL)	10.05.2010 31.08.2010	CORPORATE OFFICE CIRCLE OFFICE, RAJASTHAN	GM (CN)

3.2 Search Cases

In this option user can search the cases based on Court Name, Case Date (Range), Case Type, Branch (Office Name), Title, Advocate Name, Case sub Category, Party Name.


Case Details based on Court Name
Enter the Court Name :
Case Details based on Case Date
Enter Case Date :
to
Case Details based on Case Type
Enter Case Type :
Case Details based on Concen Branch Office
Enter Branch Office :
Case Details based on Title
Enter the Title :
Case Details based on Advocate Name
Enter the Advocate Name :
Case Details based on Sub Category
Enter Case Sub Category :
Case Details based on Person Filing Case
Enter Person Filing the Case :

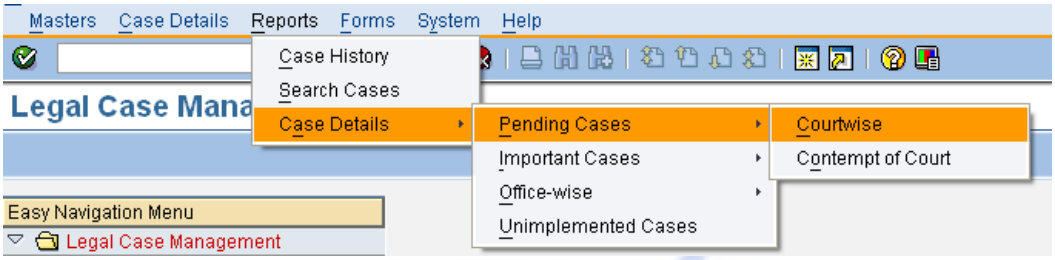
After giving, the correct input user has to click on button and he will be able to see the report in below format.



UNIQUE CASEKEY	COURT NAME	CASE NUMBER	SUB CATEGORY	CASE DATE	CASE TYPE	ADVOCATE	BRANCH NAME	REMA
20081218100000001008	SUPREME COURT OF INDIA	00001008	MOBILE BILL	18122008	CONSUMER CASES	MR.SHANMUGESHWAR	CIRCLE OFFICE, PUNJAB	yet
20100331100000000100	SUPREME COURT OF INDIA	00000100	MOBILE BILL	31032010	CONSUMER CASES	MR.REDDY KRISHNAN	CORPORATE OFFICE	sent
20100408100000000100	SUPREME COURT OF INDIA	00000100	TRANSFER	08042010	WP	MR. VIKAS MADAAN	CORPORATE OFFICE	bsnl
20100408100012345678	SUPREME COURT OF INDIA	12345678	TRANSFER	08042010	WP	MR. VIKAS MADAAN	CORPORATE OFFICE	judg
20100419100001234455	SUPREME COURT OF INDIA	01234455	TRANSFER	19042010	ADMINISTRATIVE CASES	MR. CHANDEEP SINGH	CORPORATE OFFICE	judg
20100426100000001003	SUPREME COURT OF INDIA	00001003	RETIREMENT	26042010	WP	MR.JESVIN RAJ	CORPORATE OFFICE	ANIL
20100526100000221526	SUPREME COURT OF INDIA	00221526	SERVICE MATTERS	26052010	WP	MR.PRAVEEN MONDAL	CORPORATE OFFICE	test
20100630100000012345	SUPREME COURT OF INDIA	00012345	PROMOTION	30062010	ADMINISTRATIVE CASES	MR. CHANDEEP SINGH	CORPORATE OFFICE	BSNL
20101111100000123456	SUPREME COURT OF INDIA	00123456	PROMOTION	11112010	CAVEAT PETITION	MR.RAM MUKESH	CIRCLE OFFICE, PUNJAB	test

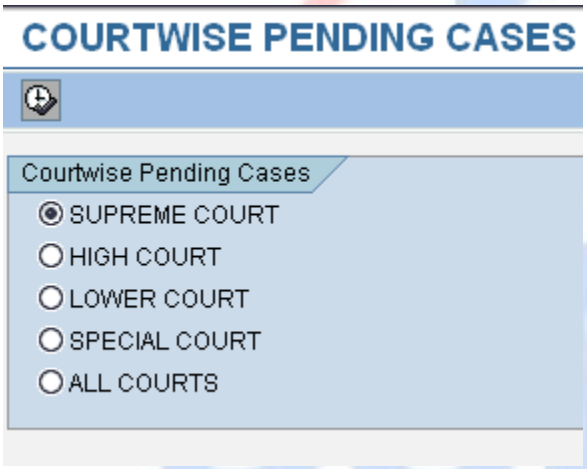
3.3 Case Details

This option will give the report about the various type cases as follow.

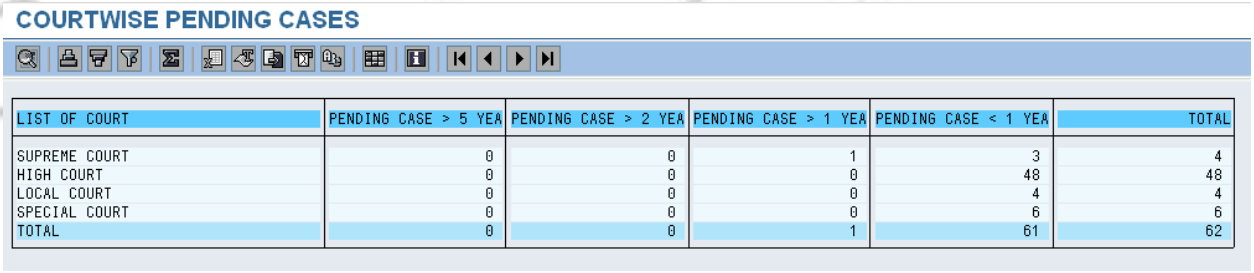


3.3.1 Pending Cases : Court-wise

This option will give the details of court-wise pending cases. User has to first select the type of court on initial screen.



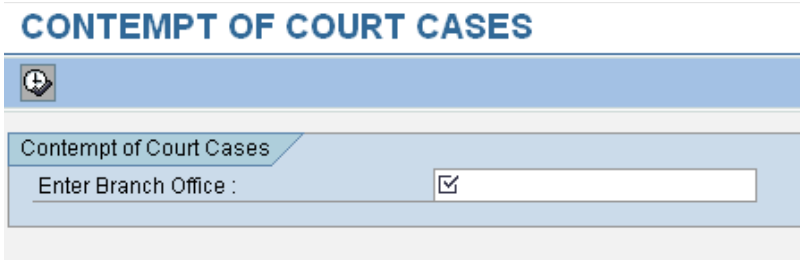
After selecting the appropriate court, once user will click on button he will be able to see the report as below.



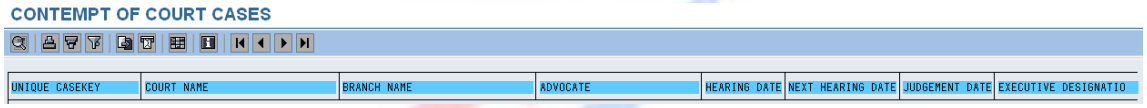
LIST OF COURT	PENDING CASE > 5 YEA	PENDING CASE > 2 YEA	PENDING CASE > 1 YEA	PENDING CASE < 1 YEA	TOTAL
SUPREME COURT	0	0	1	3	4
HIGH COURT	0	0	0	48	48
LOCAL COURT	0	0	0	4	4
SPECIAL COURT	0	0	0	6	6
TOTAL	0	0	1	61	62

3.3.2 Pending Cases: Contempt of Court

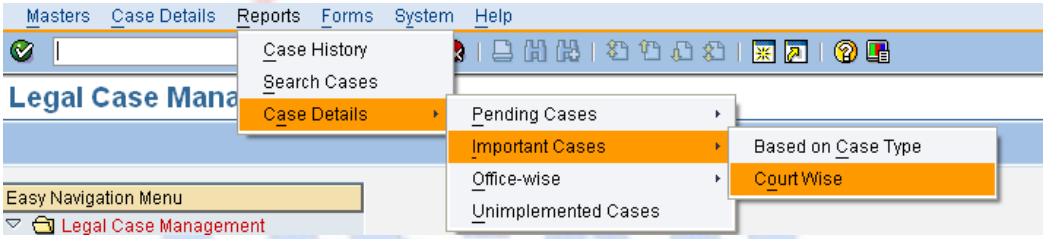
This option will give the details of cases in which contempt of court has happened. User has to first select the BSNL Office (Branch) on initial screen.



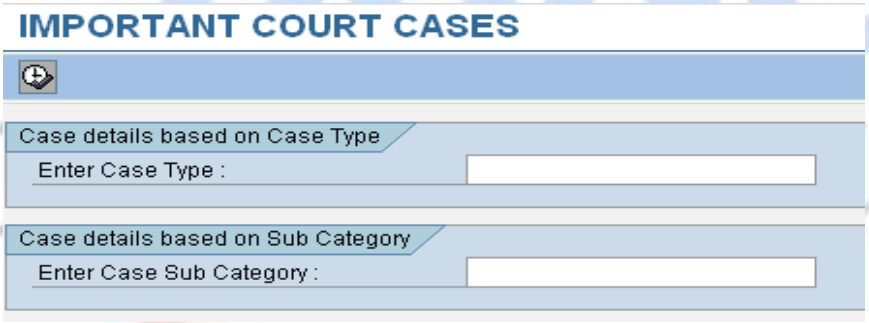
After selecting the appropriate office, once user will click on button he will be able to see the report as below.



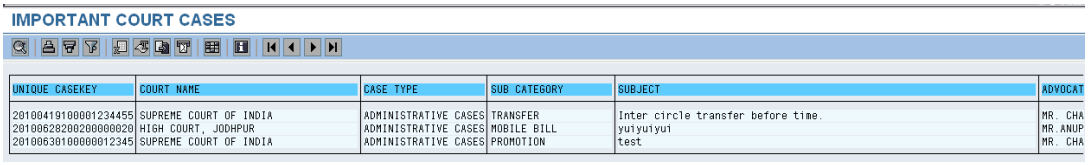
3.3.3 Important Cases: Based on Case Type



This option will give the details of case type wise important cases. User has to first select the Case Type and Sub Type for which he want to search the cases.

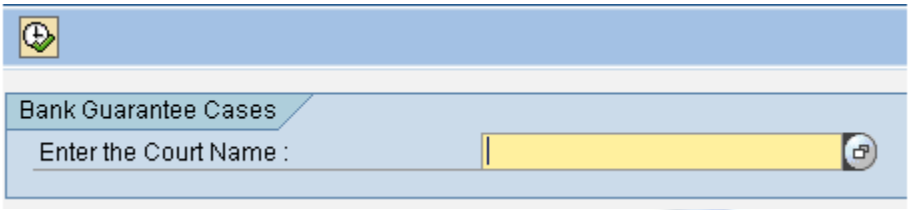

IMPORTANT COURT CASES
Case details based on Case Type
Enter Case Type :
Case details based on Sub Category
Enter Case Sub Category :

After selecting the appropriate input, once user will click on button he will be able to see the report as below.

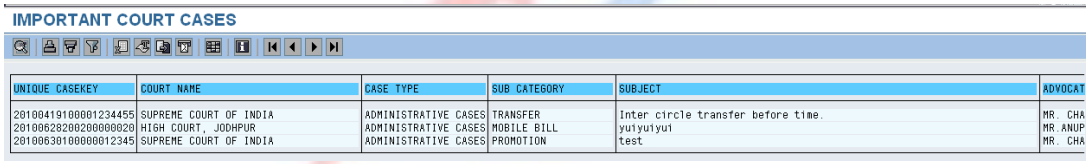


3.3.4 Important Cases: Court-wise

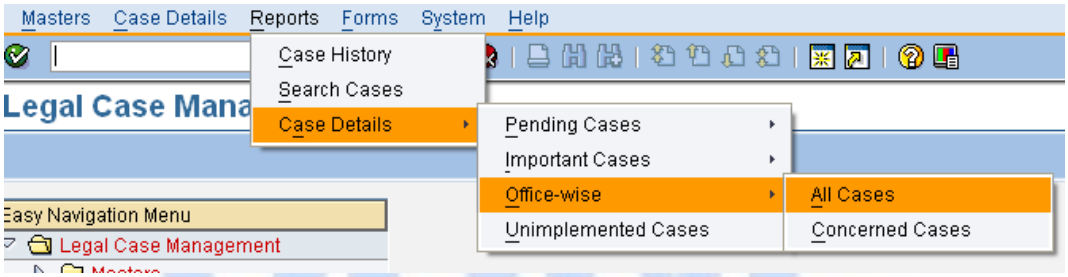
This option will give the details of court wise important cases. User has to first select the Court name (using F4 help) for which you want to search the cases.



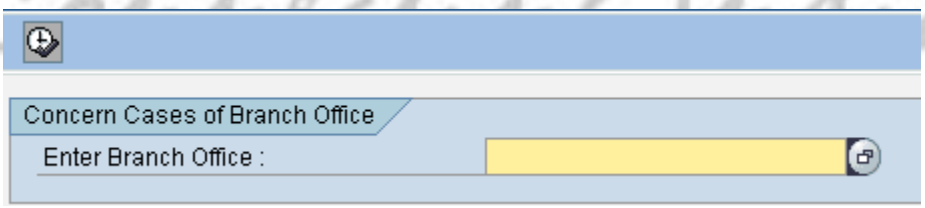
After selecting the appropriate input, once user will click on button he will be able to see the report as below.


IMPORTANT COURT CASES
UNIQUE CASEKEY
COURT NAME
CASE TYPE
SUB CATEGORY
SUBJECT
ADVOCAT
20100419100001234455 SUPREME COURT OF INDIA ADMINISTRATIVE CASES TRANSFER Inter circle transfer before time. MR. CHA
20100628200200000020 HIGH COURT, JODHPUR ADMINISTRATIVE CASES MOBILE BILL yuiyuiyui MR.ANUP
20100630100000012345 SUPREME COURT OF INDIA ADMINISTRATIVE CASES PROMOTION test MR. CHA

3.3.5 Office-wise Cases: All Cases



In the “ALL CASES” option list of the cases in which one particular office is a party will be displayed. User has to select the BSNL Office name using F4 help and after executing using button the report will be displayed.



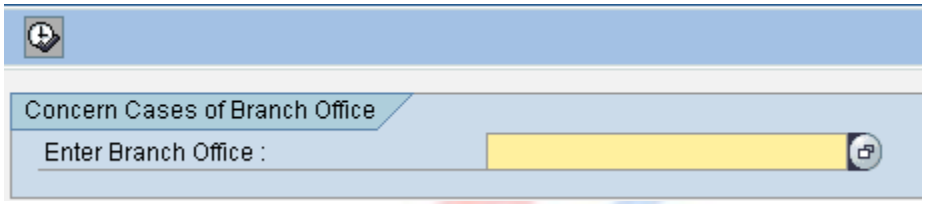
Report format will be as below.

UNIQUE CASE KEY	COURT NAME	CASE NUMBER	CASE DATE	SUB CATEGORY	CASE TYPE	ADVOCATE NAME	BRANCH NAME	ACTI
20100628200100000018	HIGH COURT, ALLAHABAD	00000018	28062010	RETIREMENT	CONSUMER CASES	MR.JESVIN RAJ	CORPORATE OFFICE	tryt
20100628200200000017	HIGH COURT, JODHPUR	00000017	28062010	REIMBURSEMENT	ARB. MATTER	MR.JESVIN RAJ	CORPORATE OFFICE	zgdf
20100628200200000020	HIGH COURT, JODHPUR	00000020	28062010	MOBILE BILL	ADMINISTRATIVE CASES	MR.ANUP MONDAL	CORPORATE OFFICE	dsfd
20100628200300234234	HIGH COURT, MUMBAI	00234234	28062010	REIMBURSEMENT	CAVEAT PETITION	MR.ANUP MONDAL	CORPORATE OFFICE	tyes
20100710200100000015	HIGH COURT, ALLAHABAD	00000015	10072010	PROMOTION	CONSUMER CASES	MR.JESVIN RAJ	CORPORATE OFFICE	fdsf

3.3.6 Office-Wise Cases: Concerned Cases

In the “CONCERNED CASES” option list of the cases in which one particular office is the concerned party will be displayed. This office will be one which is addressing the case in court.

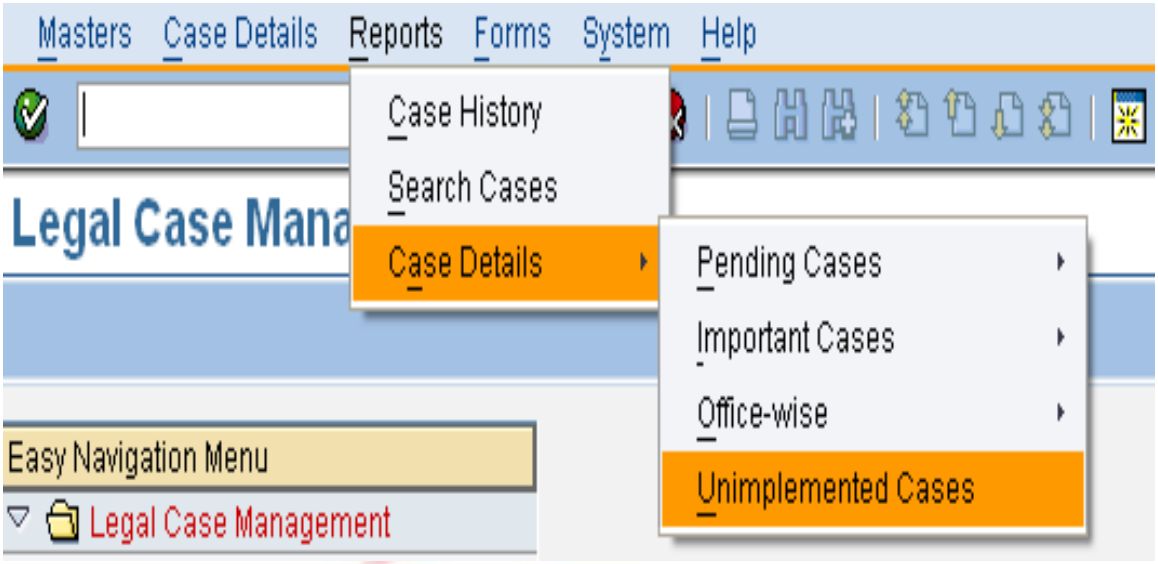
This User has to select the BSNL Office name using F4 help and after executing using button the report will be displayed.



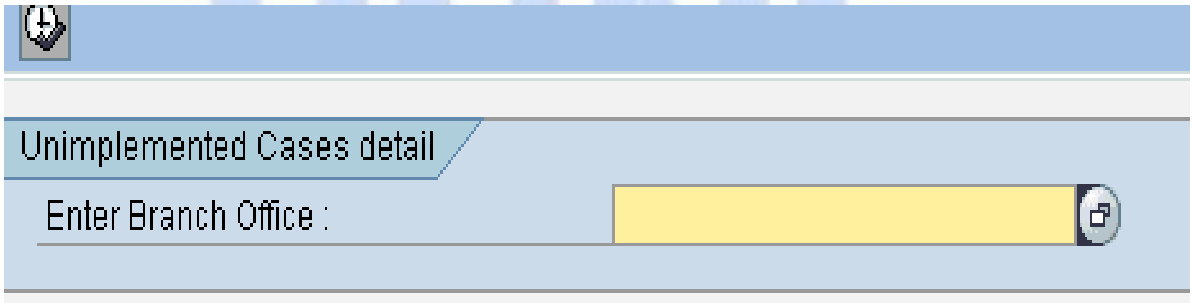
Report format will be as follows:

UNIQUE CASEKEY	COURT NAME	CASE NUMBER	CASE DATE	SUB CATEGORY	CASE TYPE	ADVOCATE	BRANCH OFFICE	ACTI
20100331100000000100	SUPREME COURT OF INDIA	00000100	31032010	MOBILE BILL	CONSUMER CASES	MR.REDDY KRISHNAN	CORPORATE OFFICE	sent
20100408100000000100	SUPREME COURT OF INDIA	00000100	08042010	TRANSFER	WP	MR. VIKAS MADAAN	CORPORATE OFFICE	bsnl
20100408100012345678	SUPREME COURT OF INDIA	12345678	08042010	TRANSFER	WP	MR. VIKAS MADAAN	CORPORATE OFFICE	judg
20100419100001234455	SUPREME COURT OF INDIA	01234455	19042010	TRANSFER	ADMINISTRATIVE CASES	MR. CHANDEEP SINGH	CORPORATE OFFICE	judg
20100426100000001003	SUPREME COURT OF INDIA	00001003	26042010	RETIREMENT	WP	MR.JESVIN RAJ	CORPORATE OFFICE	ANIL
20100526100000221526	SUPREME COURT OF INDIA	00221526	26052010	SERVICE MATTERS	WP	MR.PRAVEEN MONDAL	CORPORATE OFFICE	test
20100602300100000233	DISTRICT COURT, ETAWAH	00000233	02062010	RETIREMENT	ARB. MATTER	MR. CHANDEEP SINGH	CORPORATE OFFICE	test
20100602400100000023	CAT, JABALPUR	00000023	02062010	SERVICE MATTERS	CONSUMER CASES	MR. CHANDEEP SINGH	CORPORATE OFFICE	test
20100628200100000018	HIGH COURT, ALLAHABAD	00000018	28062010	RETIREMENT	CONSUMER CASES	MR.JESVIN RAJ	CORPORATE OFFICE	tryt
20100628200200000017	HIGH COURT, JODHPUR	00000017	28062010	REIMBURSEMENT	ARB. MATTER	MR.JESVIN RAJ	CORPORATE OFFICE	zgdf
20100628200200000020	HIGH COURT, JODHPUR	00000020	28062010	MOBILE BILL	ADMINISTRATIVE CASES	MR.ANUP MONDAL	CORPORATE OFFICE	dsfd
20100628200300234234	HIGH COURT, MUMBAI	00234234	28062010	REIMBURSEMENT	CAVEAT PETITION	MR.ANUP MONDAL	CORPORATE OFFICE	tyes
20100630100000012345	SUPREME COURT OF INDIA	00012345	30062010	PROMOTION	ADMINISTRATIVE CASES	MR. CHANDEEP SINGH	CORPORATE OFFICE	BSNL
20100710200100000015	HIGH COURT, ALLAHABAD	00000015	10072010	PROMOTION	CONSUMER CASES	MR.JESVIN RAJ	CORPORATE OFFICE	fdsf

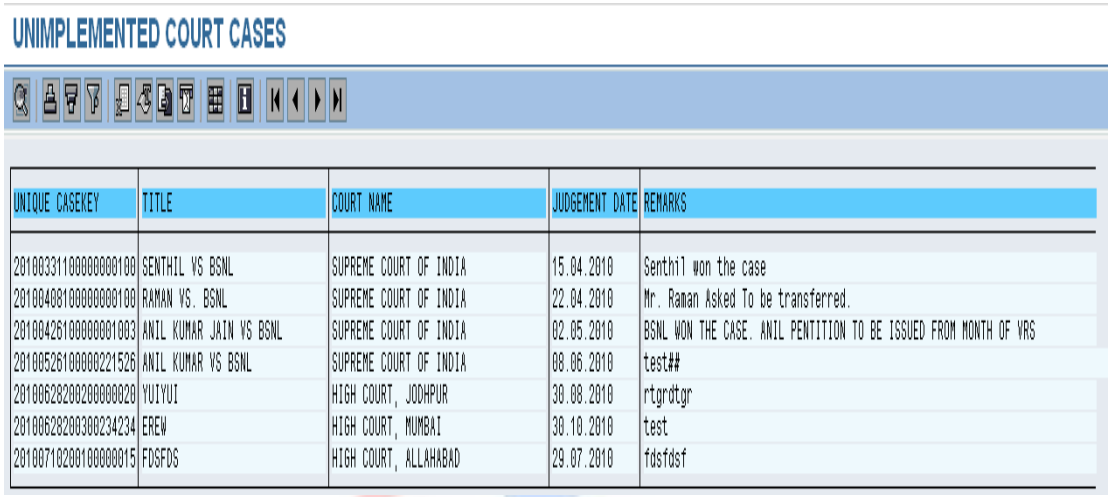
3.3.7 Unimplemented Cases



In the "UNIMPLEMENTED CASES", option list of the cases in which judgment has been given but has neither been implemented nor contested further. This User has to select the BSNL Office name using F4 help and after executing using button the report will be displayed.



Report format will be as follows:



UNIMPLEMENTED COURT CASES

UNIQUE CASEKEY	TITLE	COURT NAME	JUDGEMENT DATE	REMARKS
20100331100000000100	SENTHIL VS BSNL	SUPREME COURT OF INDIA	15.04.2010	Senthil won the case
20100408100000000100	RAMAN VS. BSNL	SUPREME COURT OF INDIA	22.04.2010	Mr. Raman Asked To be transferred.
20100426100000001003	ANIL KUMAR JAIN VS BSNL	SUPREME COURT OF INDIA	02.05.2010	BSNL WON THE CASE. ANIL PENTITION TO BE ISSUED FROM MONTH OF VRS
20100526100000221526	ANIL KUMAR VS BSNL	SUPREME COURT OF INDIA	08.06.2010	test##
20100628200200000020	YUIYUI	HIGH COURT, JODHPUR	30.08.2010	rtgrdtgr
20100628200300234234	EREW	HIGH COURT, MUMBAI	30.10.2010	test
20100710200100000015	FDSFDS	HIGH COURT, ALLAHABAD	29.07.2010	fdsfdsf